



RELEASED

October 18, 2016

DepEd-Division of Catanduanes

RECORDS SECTION

Date **OCT 19 2016**

Time **8:30 AM**

gnd

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Elementary & Secondary School Teachers

This office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007:

1. Head Teacher III (Secondary) – San Miguel Rural Development High School
2. Head Teacher II – Elementary

Criteria	Points
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (DepED Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III (Secondary)	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher II (Elementary)	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA1080 (Teacher)

Applicants should have the following documents:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet)
4. Updated Service Records
5. PRC License
6. Board Rating
7. Performance Rating for the last 3 rating periods
8. Copy of Last Approved Appointment
9. Transcript of Records/Special Order
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Pertinent papers/documents **duly sealed in a long envelope** (with name, address, contact number and position applied for) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **November 14, 2016**. Evaluation will be on **November 16, 2016, 8AM for Head Teacher III and November 23, 2016, 8AM for Head Teacher II** at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation.

For dissemination, guidance and compliance.

SOCORRO V. DELA ROSA
 SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent