



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



June 5, 2015

MEMORANDUM TO:

Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Non-Teaching Personnel

RELEASED
Supt. Division of Catanduanes
RECORDS SECTION
Date: JUN 05 2015
Time: 11:20 AM
By: *JB*

The following positions are now open to all interested qualified applicants:

| Position | Salary Grade | Level | Education | Experience | Training | Eligibility |
|--|--------------|-------|--|--|-------------------------------|---|
| Attorney III | 21 | 2 | Bachelor of Laws | 1 year relevant experience | 4 hours relevant training | RA1080 |
| Project Development Officer II <small>1-Learning Resources (should have desktop publishing skills) 1-Social Mobilization & Networking</small> | 15 | 2 | Bachelor's degree relevant to the job | 1 year of relevant experience | 4 hours of relevant training | Career Service (Professional), Second Level Eligibility |
| School Principal I (Elementary) | 19 | 2 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units | Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years | 40 hours of relevant training | RA 1080 (Teacher) |
| Head Teacher III (Elementary) | 16 | 2 | Bachelor's degree in Elementary or Bachelor's degree with 18 professional education units | HT for 2 years; or TIC for 2 years; or Teacher for 5 years | 24 hours of relevant training | RA 1080 (Teacher) |
| Head Teacher II (Elementary) | 15 | 2 | Bachelor's degree in Elementary 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 | RA 1080 (Teacher) |

Applicants are advised to submit the following documents in accordance with the criteria as provided in DepED Order No. 66, s. 2007 for non-teaching positions and DepED Order No. 42, s. 2007 for school head positions.

Applicants should have the following documents:

1. CSC Form 212 (personal Data Sheet)
2. Updated Service Record
3. Performance Rating for the last 3 rating period
4. Transcript of Records/Special Order
5. Eligibility Rating
6. Certificates of relevant trainings/seminars attended/scholarships, etc.
7. Copy of last approved appointment
8. Other documents relevant to the position applied for

Pertinent papers/documents should be submitted directly to the Office of the Schools Division Superintendent not later than June 15, 2015. Documents submitted beyond the due date shall not be considered.

For wide dissemination, guidance and compliance.

Nymphha D. Guemo
NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer-In-Charge