

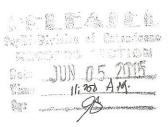
Republic of the Philippines Department of Education Region V (Bicol) DIVISION OF CATANDUANES Virac, Catanduanes



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



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 1-Learning Resources (should have desktop publishing skills) 1-Social Mobilization & Networking	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.

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