



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

Email Add: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)/[catanduanesdiv15@gmail.com](mailto:catanduanesdiv15@gmail.com)  
 Website: [www.depedrocatanduanes.com](http://www.depedrocatanduanes.com) Tel No.: (052)811-40-83



August 6, 2018

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Non-Teaching Personnel
- All Other Concerned

**RELEASED**  
 DepEd, Division of Catanduanes  
 RECORDS SECTION  
 Date AUG 07 2018  
 Time: 10:42 A.M.  
 Initial/Signature: JMT

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. 66, s. 2007:

1. Accountant I – Pandan School of Arts & Trades
2. Administrative Officer IV – Baras Rural Development High School
3. Administrative Aide VI (Clerk) –Pandan School of Arts & Trades
4. Administrative Aide III (Clerk) – Pandan School of Arts & Trades & Caramoran School of Fisheries
5. Farm Worker I – San Andres Vocational School

Criteria	Non-teaching Position (Level 1)	Non-teaching Position (Level 2)
Performance Rating for the last 3 rating periods	35 points	30 points
Experience	5 points	10 points
Outstanding Accomplishments	5 points	20 points
Education	10 points	15 points
Training	10 points	10 points
Potential	20 points	5 points
Psychosocial Attributes & Personality Traits	15 points	10 points

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & CSC MC No. 10, s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080
Administrative Officer IV	15	2	Bachelor's degree relevant to the job	1 year of relevant <i>experience</i>	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility
Administrative Aide VI (Clerk)	6	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/Second Level Eligibility)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk)	3	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional/Second Level Eligibility)
Farm Worker I	2	1	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)

Applicants should submit two (2) folders with the following documents:

1<sup>st</sup> Folder:

1. Transcript of Records/Special Order
2. Updated Service Records/Certificate of Employment
3. Certificate of relevant trainings/seminars attended
4. Certificate of Eligibility
5. Board Rating (for RA1080)

2<sup>nd</sup> Folder:

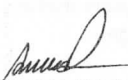
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. Certificate of Eligibility
7. PRC License (for RA1080)
8. Board Rating (for RA1080)
9. Performance Rating for the last 3 rating periods (with numerical rating)
10. Copy of Last Approved Appointment
11. Certificate of relevant trainings/seminars attended
12. Other documents relevant to the position applied for

**Each folder must be sealed in a separate envelope** (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **August 14, 2018**.

Schedule of Evaluation will be on the following dates at the Schools Division Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

Position Title	Date
Accountant I	August 17, 2018, 8AM
Administrative Officer IV	August 23, 2018, 8AM
Administrative Aide VI	August 24, 2018, 8AM
Administrative Aide III (PSAT)	August 28, 2018, 8AM
Administrative Aide III (Caramoran SF)	August 29, 2018, 8AM
Farm Worker I	August 30, 2018, 8AM

For wide dissemination, guidance and compliance.

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