



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



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**RELEASED**

May 12, 2016 *Virac-Division of Catanduanes*

RECORDS SECTION  
MAY 16 2016

Time 9:10 A.M.  
By [Signature]

MEMORANDUM TO:

- Chief Education Supervisors
- Education Program Supervisors/Division Coordinators
- Public Schools District Supervisors
- Elementary & Secondary School Heads
- Teaching and Non-Teaching Personnel

This office hereby announces the vacancy for Administrative Officer IV position at Gigmoto Rural Development High School. 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. Performance Rating for the last 3 rating periods | - | 30 points |
| 2. Experience                                       | - | 10 points |
| 3. Outstanding Accomplishments                      | - | 20 points |
| 4. Education  | - | 15 points |
| 5. Training   | - | 10 points |
| 6. Potential  | - | 5 points  |
| 7. Psychosocial Attributes & Personality Traits     | - | 10 points |

The Qualification Standards as provided in CSC MC No. 10, s. 2005 shall be used as basis for the basic qualifications:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer IV	15	2	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility

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 Record
5. Performance Rating for the last 3 rating periods
6. Transcript of Records/Special Order
7. PRC Eligibility
8. Certificates of relevant trainings/seminars attended
9. Copy of Last Approved Appointment
10. Other documents relevant to the position applied for

Pertinent papers/documents duly sealed in a long envelope (with name, address and contact number) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than June 3, 2016. Evaluation will be on June 7, 2016 at the Office of the Asst. Schools Division Superintendent. Applicants are advised to bring their original documents on the day of evaluation.

For dissemination, guidance and compliance.

*[Signature]*  
SOCORRO V. DELA, CESO VI  
Schools Division Superintendent