



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

Email Add: catanduanes@deped.gov.ph catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-81



November 16, 2018

RELEASED

MEMORANDUM TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
Division Human Resource Merit Promotion & Selection Board
All Other Concerned

DepEd, Division Office of Catanduanes
RECORDS SECTION
Date: NOV 19 2018
Time: 9:01 AM
Initial/Signature: [Signature]

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 II (Manambrag NHS)
2. Head Teacher I (Elementary & Secondary)

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 II	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher I	14	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)
Head Teacher I	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

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

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment
3. Certificate of Trainings/Seminars attended
4. Certificate of Eligibility or Board Rating (for RA1080)

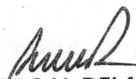
2nd Folder:

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 **December 3, 2018**.

Applicants are advised to bring their original documents on the day of evaluation for verification purposes. Schedule of Evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent