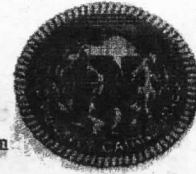




Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

Email Add: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph) [catanduanesdiv15@gmail.com](mailto:catanduanesdiv15@gmail.com)  
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August 16, 2019

**RELEASED**

MEMORANDUM TO:

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

DepEd, Division of Catanduanes

RECORDS SECTION 2019

AUG 19 2019

11-20  
Initial/Signature: *[Signature]*

This Office hereby announces the vacancies for Head Teacher VI position at Catanduanes National High School. 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:

Criteria	School Head
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: (Reference: DepED Order No. 39, s. 2007 and CSC Qualification Standard Revised 1997).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher VI	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4 years	24 hours of relevant training	RA 1080

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 or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

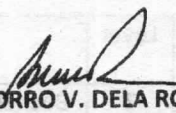
**2<sup>nd</sup> Folder:**

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. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. 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 23, 2019**.

Schedule of Evaluation will be on August 27, 2019, 8AM at the SDO-Office of the ASDS.

For wide dissemination, guidance and compliance.

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

Position	Qualification	Experience	Training	Eligibility
Head Teacher	Graduate in Secondary Education	Head Teacher for 2 years	36 hours	RA 10533
Assistant Head Teacher	Graduate in Secondary Education	Teacher for 2 years	36 hours	RA 10533
Teacher	Graduate in Secondary Education	Teacher for 1 year	36 hours	RA 10533