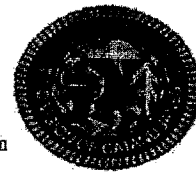


Republic of the Philippines
 Department of Education
 Region V(Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

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February 11, 2016

MEMORANDUM TO:

- Chief Education Supervisors
- Education Program Supervisors
- Secondary School Heads
- Secondary School Teachers

RELEASED
 DepEd-Division of Catanduanes
RECORDS SECTION
 Date FEB 15 2016
 Time 10:58 A.M.
 BY [Signature]

In preparation for the forthcoming vacancy for Head Teacher I position (Secondary), this office encourages all interested qualified applicants to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007:

- | | | |
|---|---|-----------|
| 1. Performance Rating for the last 3 rating periods | - | 30 points |
| 2. Experience | - | 10 points |
| 3. Outstanding Accomplishments | - | 30 points |
| 4. Education | - | 10 points |
| 5. Training | - | 10 points |
| 6. Potential | - | 5 points |
| 7. Psychosocial Attributes & Personality Traits | - | 5 points |

The Modified Qualification Standards as provided in DepED Order No. 39, s. 2007 shall be used as basis for the basic qualifications:

| Position | Salary Grade | Level | Education | Experience | Training | Eligibility |
|----------------------------|--------------|-------|--|--|-------------------------------|------------------|
| Head Teacher I (Secondary) | 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 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. Certificated of relevant trainings/seminars attended
8. Other documents relevant to the position applied for

Pertinent papers/documents **duly sealed in a long envelope** must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **February 29, 2016**. Evaluation will be on March 3, 2016, 8 AM at the Office of the Asst. Schools Division Superintendent.

For dissemination, guidance and compliance.

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