



September 17, 2015

MEMORANDUM TO:

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

RELEASED
 Division Office of Catanduanes
 RECORDS SECTION
 SEP 17 2015
 Time: 10:20 AM
 By: *[Signature]*

This Office hereby announces the vacancy for Project Development Officer II position. 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 period - 30 points
- 2. Experience - 10 points
- 3. Outstanding Accomplishments - 20 points
- 4. Education - 15 points
- 5. Training - 10 points
- 6. Potential - 10 points
- 7. Psychosocial Attributes & Personality Traits - 5 points

The Qualification Standards for the said position are as follows:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Project Development Officer II 1-Social Mobilization & Networking (for Disaster Risk Reduction Management)	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 are advised to submit the following documents:

- 1. CSC Form 212 Revised 2005 (Personal Data Sheet) handwritten and completely filled out with the latest passport size ID picture
- 2. Updated Service Record
- 3. Transcript of Records/Special Order
- 4. Performance Rating for the last 3 rating periods which are at least Very Satisfactory
- 5. PRC/Eligibility Rating
- 6. Certificates of relevant Trainings/Seminars/Scholarships, etc.
- 7. Copy of Last Approved Appointment
- 8. Other documents relevant to the position applied for

Pertinent papers/documents should be submitted directly to the Office of the Schools Division Superintendent not later than September 21, 2015 and evaluation on that day will follow at 8:30 AM.

For wide dissemination, guidance and compliance.

[Signature]
NYMPHA D. GUEMO
 Asst. Schools Division Superintendent
 Officer-In-Charge