



Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

March 3, 2020

MEMORANDUM TO:
 OSDS-UM-03-03-20/mb1

- Chief Education Supervisor
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads/TIC's
- Human Resource Merit Promotion & Selection Board
- Teaching Personnel
- All Other Concerned

RELEASED

DepEd Division Office of Catanduanes
 RECORDS SECTION
 Date: Mar. 04, 2020
 Time: 8:28
 Initial/Signature: F

This is to announce the vacancy for Special Education Teacher I position. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

Criteria	Points
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (Reference: DepEd Order No. 7, s. 2015).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Special Education Teacher I	14	2	BSEEd-BS Special Education with Specialization in SPED- Undergrad	None	None	RA1080 (Teacher)
			BSEEd/BSSPED with 18 units in MA – SPED	3 years actual teaching in SPED (VS Performance Rating)	None	RA1080 (Teacher)
			BSEEd/BSSPED with 15 units MA – SPED	4 years of actual teaching in SPED (VS Performance Rating)	None	RA1080 (Teacher)
			BSEEd/BSSPED with 12 units in MA – SPED	5 years of actual teaching in SPED (VS Performance Rating)	None	RA1080 (Teacher)
			BSEEd/BSE with 9 units in MA – SPED	6 years of actual teaching in SPED (VS Performance Rating)	None	RA1080 (Teacher)
			BSEEd/BSSPED/BSE	with teaching experience in SPED or Inclusive Setting (VS Performance Rating)	None	RA1080 (Teacher)



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 DepEd Tayo – Region V - Catanduanes

JOB SUMMARY: Accommodates learners with special needs such as children/youth with: hearing impairment, visual impairment, autism, speech defect, intellectual disabilities, behavior problems, orthopedically, physically handicapped, special health problem, learning disabilities, multiple disabilities, gifted and talented; and prepare them for regular classroom setting through curriculum modification/adjustment to meet their diverse individual educational needs

MAJOR TASKS (Duties & Responsibilities)

1. Assesses children/youths with special needs together with a multidisciplinary assessment team
2. Recommends proper educational placement of children/youth with special needs
3. Modifies the curriculum to address the needs of children/youth with special needs
4. Teaches children/youths with special needs
5. Uses instructional materials/assistive devices appropriate for children with special needs
6. Conducts case studies/researches of children/youths with special needs
7. Implements Individual Educational Plan (IEP) for children/youth with special needs in consultation with parents, confers with parents, principal, medical specialists, social workers, professional and other stakeholders
8. Coordinates placement of children/youth with special needs for regular classroom inclusion
9. Ensures that regular and receiving teachers adhere to inclusive education policies
10. Serves as a SPED focal person in the division/or a resource room teacher in the SPED Center of the school

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

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

1st Folder:

1. Letter of Intent
2. Transcript of Records/Special Order
3. Updated Service Records
4. Latest Appointment
5. Certificate of relevant trainings/seminars attended
6. Certificate of Eligibility/Board Rating
7. Performance Rating for the last 3 years

2nd Folder:

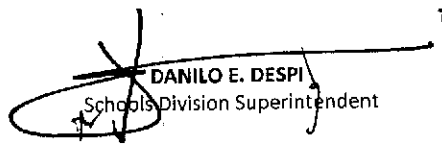
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents (notarized)
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Pertinent documents (Folder 1 & 2) must be sealed in an envelope (with name, contact number, school and position applied for) and should be stamped "Received" at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than **March 16, 2020**. **No application documents will be accepted after the deadline.**

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

Documents in the first folder will be pre-evaluated by the Personnel Officer, while the second folder will be opened on the day of evaluation

For wide dissemination, guidance and compliance.


DANILO E. DESPI
Schools Division Superintendent