



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

RECORDS SECTION  
**RELEASED**  
 BY: *[Signature]*  
 DATE: July 14, 2021

**MEMORANDUM**  
 OSDS-UM-07-14-21/MBL

**TO :** Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Section/Unit Heads  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/OIC's  
 Human Resource Merit Promotion & Selection Board  
 All Others Concerned

*[Signature]*  
**FROM :** **SUSAN S. COLLANO**  
 Asst. Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent

**SUBJECT: ANNOUNCEMENT OF VACANCIES**

**DATE :** July 14, 2021

This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, S. 2007:

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Administrative Aide IV (Clerk)	4	Php14,400.00	Catanduanes National High School & Pandan School of Arts & Trades
Administrative Aide III (Clerk)	3	Php13,572.00	Catanduanes National High School
Watchman I	2	Php12,790.00	San Andres Vocational School

Criteria	Points
	Non-Teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	5
Education	10
Training	10
Potential	20
Psychosocial Attributes & Personality Traits	15

The Qualification Standards are as follows: (Reference: CSC MC No. 10 s. 2005;  
OECs GS Manual for Unique Positions - Revised 1995)

Position	Education	Experience	Training	Eligibility
Administrative Aide IV	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility
Administrative Aide III	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional)/First Level Eligibility
Watchman I	Elementary School Graduate	None required	None required	None required

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."

Interested qualified applicants shall submit documents in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of July 26, 2021.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of the previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars\*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of a Designation in a form of an Office Memo/Order (government employees); Certification re: Designation (private employees)
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments\*
  - a. Outstanding Employee Award
  - b. Innovation
    - i. with permit to make innovation from appropriate office
    - ii. copy or write-up of the innovation/s
    - iii. report on outcome of innovation (if available)
  - c. Research & Development Projects
    - i. With a permit to conduct research from appropriate office

- ii. Copy of the research
- iii. Report on outcome of research (if available)
- d. Publication/Authorship
  - i. copy of the publication itself
  - ii. certification from the publisher
- e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
  - i. Letter of invitation/memorandum/program of activities
  - ii. Certificate of recognition/commendation
- 12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
- 13. Chair/Co-Chair in a technical/planning committee, if any\*
- 14. Other documents relevant to the position applied for

*\*In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Please be advised accordingly.