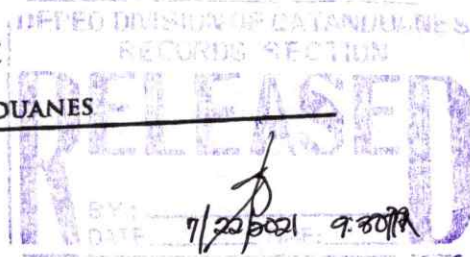





Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



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

**TO :** Chiefs, CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/TICs  
 Human Resource Merit Promotion & Selection Board  
 All Others Concerned

**FROM :**   
**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 OIC - Office of the Schools Division Superintendent

**SUBJECT: ANNOUNCEMENT OF VACANCIES**

**DATE :** July 21, 2021

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

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Teacher II	12	26,052.00	SDO - Catanduanes (Kindergarten)
Administrative Assistant II	8	18,251.00	San Miguel Rural Development High 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 for said position are as follows: (Reference: CSC MC No. 10, s. 2005; DECS QS Manual for Unique Positions - Revised 1995).

Position	Education	Experience	Training	Eligibility
Administrative Assistant II	Completion of two-year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility



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Teacher II (Kindergarten)	Bachelor of Science in Education major in Early Childhood Education or Bachelor's degree holder with 18 units in Early Childhood Education	1 year relevant experience	None Required	RA 1080 (Teacher)
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This 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 document 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 AUGUST 2, 2021**. No application documents will be accepted after the deadline.

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 Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License
9. Performance Rating for the last three (3) rating periods
10. Leadership, Potential and Accomplishments
  - A. Introduced any of the following which has been adopted or used by the school/district
    - i. Curriculum or instructional materials
    - ii. Effective Teaching technique/strategies
    - iii. Simplification of work as in reporting system record keeping, etc. or procedure that resulted in cost reduction
    - iv. A worthwhile income generating project for pupils given recognition by higher officials
  - B. Served as Subject Coordinator or grade chairman for at least one year or adviser of school publication or any special organization like dramatic club, glee club, etc. and discharged such assignment satisfactory for at least 2 years
  - C. Served as Chairman of a special committees such as curriculum study committee; committee to prepare school program and discharged the work efficiently
  - D. Initiated or Headed an educational research activity duly approved by educational authorities either for improvement of instruction or community development of teacher welfare activities
  - E. Coordinator of community project activity program of another agency or coordinator of a rural service improvement activity in a community such as feeding, nutrition, agro industrial fairs, etc. for at least 2 years
  - F. Organized/managed as in-service activity or other similar activities at the school level
  - G. Credited with meritorious achievement
    - i. Trainor's or coach to contestant who received prizes commendation or any form of recognition
    - ii. Athletic coach of athletes or team who won first prize
    - iii. Coordinator of the Boy Scout or Girl Scout activities
  - H. Authorship
    - i. Sole Authorship
    - ii. Co-Authorship
    - iii. Article
  - I. Demonstration Teaching (Division Level)

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.





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POSITION TITLE	DUTIES AND RESPONSIBILITIES
<b>ADMINISTRATIVE ASSISTANT II</b>	<ul style="list-style-type: none"><li>➤ Prepares communications and reports as required.</li><li>➤ Provides technical assistance in the conduct of programs and projects initiated by the office.</li><li>➤ Together with the Technical Working Groups, assists in the review of technical specifications of goods/services to be procured.</li><li>➤ Provides administrative assistance to the Bids and Awards Committee &amp; Technical Working Groups in the evaluation of bidding documents and samples submitted by bidders.</li><li>➤ Assists in facilitating the acceptance of goods/services and payment of Contractor.</li><li>➤ Provides assistance in the conduct of capacity building of the procurement officers in the School: Bids and Awards Committee (BAC), BAC Secretariats, Technical Working Groups (TWG), End-user units on Procurement Laws, guidelines and procedures.</li><li>➤ Assists in the conduct of other projects/programs that may be approved for implementation.</li><li>➤ Does related work that may be assigned by the immediate head</li></ul>

