



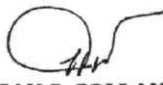
Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

SCHOOLS DIVISION OFFICE OF CATANDUANES
 RECORDS SECTION

RELEASED
 JUL 01 2021
 BY: [Signature]
 DATE: [Signature]

MEMORANDUM
 OSDS-UM-06-30-21/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

FROM : 
SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : June 30, 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. 42, S. 2007 and DepED Order No. 66, s. 2007:

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Head Teacher III (MAPEH & Values Education)	16	Php36,628.00	Catanduanes National High School
Teacher III (SHS-TVL Track)	13	Php28,276.00	SDO-Catanduanes (SHS)
Administrative Assistant II (Clerk)	8	Php18,251.00	Viga Rural Development High School & Gigmoto Rural Development High School

Criteria	Points		
	School Head Position	Teaching & Related Teaching Position	Non-Teaching Position (Level 1)
Performance Rating for the last 3 rating periods	30	35	35
Experience	10	5	5
Outstanding Accomplishments	30	20	5
Education	10	25	10
Training	10	5	10
Potential	5	5	20
Psychosocial Attributes & Personality Traits	5	5	15



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 DepEd Tayo - Region V - Catanduanes

The Qualification Standards are as follows: (References: DepEd Order No. 51, s. 2017, DepEd Order 39 s. 2007 and CSC MC No. 10 s. 2005).

Position	Education	Experience	Training	Eligibility
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Teacher III (SHS-TVL Track)	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1 year of relevant teaching or 1 year of industry	At least NC II + TMC *Appropriate to the specialization	*Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring *Applicants for a contractual position: None required *Practitioners (part-time only): None required
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

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 19, 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.