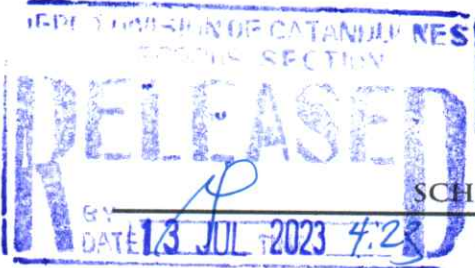




Republic of the Philippines  
**Department of Education**  
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



12 July 2023

**DIVISION MEMORANDUM**  
 No. 275 s. 2023

**ANNOUNCEMENT OF VACANCIES AND ANTICIPATED VACANCIES**

TO : Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Human Resource Merit Promotion & Selection Board  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 All Others Concerned

1. This Office hereby announces the vacancies and anticipated vacancies for the following positions. All interested qualified applicants shall submit documents in a folder (with tabbing and name of document, following the arrangement of the requirements as listed in 4.7) and should be stamped "received" at the Records Section and submit to Human Resource Management Office.

Position Title	Salary Grade	Monthly Salary	Place of Assignment	Deadline of Submission
Security Guard I	3	14,678.00	<ul style="list-style-type: none"> <li>Bato Rural Development High School</li> <li>Pandan School of Arts &amp; Trades</li> </ul>	<b>Not later than 5PM of July 26, 2023</b>
Administrative Assistant II (Clerk)	8	19,744.00	Bato Rural Development High School	
Administrative Assistant III (Senior Bookkeeper)	9	21,211.00	Panganiban National High School	
Nurse II	16	39,672.00	<ul style="list-style-type: none"> <li>Senior High School</li> <li>School Governance &amp; Operations Division</li> </ul>	<b>Not later than 5PM of July 27, 2023</b>
Senior Education Program Specialist	19	51,357.00	School Governance & Operations Division (Planning & Research)	
Head Teacher II	15	36,619.00	Elementary	<b>Not later than 5PM of July 28, 2023</b>
Head Teacher III (for TLE)	16	39,672.00	Catanduanes National High School	
School Principal II	20	57,347.00	Senior High School	

2. Applicants who failed to submit complete mandatory documents (Enclosure 4.7 A to J) on the set deadline shall not be included in the pool of official applicants. Further, an application submitted after 5PM on the set deadline shall be considered late but it will still be accepted, and shall be considered in the next vacancy/evaluation of position subject to the guidelines as provided in DepEd Order No. 7, s. 2023.

3. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the





Republic of the Philippines  
**Department of Education**  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

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Omnibus Sworn Statement (Enclosure 4.7 J), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

4. Enclosed to this Memorandum are the following:
  - 4.1 Qualification Standards for the vacant positions
  - 4.2 List of documents to be submitted
  - 4.3 Criteria & Point System for Hiring & Promotion to School Administration Positions
  - 4.4 Criteria & Point System for Hiring & Promotion to Related Teaching Positions
  - 4.5 Criteria & Point System for Hiring & Promotion to Non-Teaching Positions
  - 4.6 Job Description of the vacant positions
  - 4.7 Checklist of Requirements (Annex C) with link [bit.ly/Annex\\_C](http://bit.ly/Annex_C)

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

6. 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, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”

7. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.

8. For wide dissemination, guidance and strict compliance.

**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, DepEd Order No. 39, s. 2007, CSC MC No. 10 s. 2005, CSC Revised Qualification Standards (Revised 1997), DECS Qualification Standards for Unique Positions – Revised 1995 and Memorandum DM-OUHROD-2023-0922 Omnibus Clarification and Guidance on DepEd Order No. 00007 s. 2023 and Other Matters On Hiring Arrangements of Teachers

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION      EMPLOYMENT  
HIRING

MBL/DM- Announcement Of Vacancies And Anticipated Vacancies  
013 /July 12, 2023





Republic of the Philippines

**Department of Education**

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

**Enclosure No. 4.1**

**QUALIFICATION STANDARDS FOR THE VACANT POSITIONS**

(Reference: Qualification Standards Revised 1997, DepEd Order No. 39, s. 2007, DepEd Order No. 19, s. 2016, MC No. 10, s. 2005 & DECS Qualification Standards for Unique Positions – Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Security Guard I	3	1	High School Graduate	None required	None required	Security Guard License (MC 11, s.- Cat. II)
Administrative Assistant II (Clerk)	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Nurse II	16	2	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
Senior Education Program Specialist	19	2	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation, or other relevant experience	8 hours of relevant training	RA 1080 (Teacher) Career Service (Professional) Appropriate Eligibility for Second Level Position
Head Teacher II	15	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional Education units	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III (for TLE)	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)





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

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			with appropriate field of specialization			
School Principal II	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours relevant training	RA 1080





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

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**Enclosure No. 4.2**

**LIST OF DOCUMENTS TO BE SUBMITTED**

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at **[bit.ly/F212\\_PDS](http://bit.ly/F212_PDS)** & **[bit.ly/WES\\_PDS](http://bit.ly/WES_PDS)**
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)
- k. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment





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

**Enclosure No. 4.3**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS**

1. The assessment for School Administration positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
  
2. Point system for evaluative assessment:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application for Learning & Development	10
h. Potential (Written Exam, BEI)	15
Total	100





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

**Enclosure No. 4.4**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS**

1. The assessment for related-teaching positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
2. Point system for evaluative assessment:

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application for Learning & Development	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>





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

**Enclosure No. 4.5**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS**

1. The assessment for Non-Teaching positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
  
2. Point system for evaluative assessment:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application for Learning & Development	-	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>







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

**Enclosure No. 4.6**

**JOB DESCRIPTION OF THE VACANT POSITIONS**

<p><b>Security Guard I</b></p>	<ul style="list-style-type: none"> <li>• Serves as security personnel</li> <li>• Protects the DepEd officials and employees</li> <li>• Serves as back-up driver and close-in security of DepEd high ranking officials</li> <li>• Supervises the guarding activities of the contracted security agency</li> <li>• Safeguards and protects buildings, properties, equipment, supplies, and cargos</li> <li>• Accosts suspicious persons and reports unusual happenings and incidents</li> <li>• Investigates offenses and violations and prepares reports for submission to immediate officers</li> <li>• Maintains proper decorum and courtesy to all incoming and outgoing employees and guests</li> <li>• Maintains peace and order within the vicinity</li> <li>• Conducts routinary inspection to all posted guards</li> <li>• Issues gate passes</li> <li>• Conducts guard mounting to all incoming guards</li> <li>• Performs routinary inspection</li> <li>• Enforces DepEd security measures</li> <li>• Assists in the conduct of emergency response</li> <li>• Establishes rapport with other agencies and nearby communities</li> <li>• Performs coordination work relative to security measures</li> <li>• Operates and maintains security equipment (CCTV)</li> </ul>
<p><b>Administrative Assistant II (Clerk)</b></p>	<p><b>Assist the Senior Bookkeeper/School Head in the performance of the following:</b></p> <ul style="list-style-type: none"> <li>• Preparation/maintenance of registries of allotment and obligations</li> <li>• Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>• Preparation of liquidation of cash advances</li> <li>• Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>• Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/Schools Division</li> <li>• Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>• Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ul> <p><b>Budgeting System</b></p> <ul style="list-style-type: none"> <li>• Assist in the conduct of orientations and workshops on the budgeting system</li> </ul>





Republic of the Philippines

**Department of Education**

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> <li>• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ul> <p><b>Budget Preparation</b></p> <ul style="list-style-type: none"> <li>• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>• Provide clerical support in the preparation of budget proposals</li> <li>• Act as Liaison Officer to DBM, NEDA and other oversight bodies</li> <li>• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ul> <p><b>Budget Execution</b></p> <ul style="list-style-type: none"> <li>• Assist in gathering of data needed in the preparation of cost efficiency computations</li> <li>• Prepare data needed to approve obligation requests</li> <li>• Gather data needed to evaluate and prepare status report on budget utilization</li> <li>• Prepares documents to approve fund transfer to other operating units</li> </ul> <p><b>Budget Accountability and Reports</b></p> <ul style="list-style-type: none"> <li>• Gather data needed in the preparation of budget accountability reports</li> </ul>
<p><b>Administrative Assistant III (Senior Bookkeeper)</b></p>	<p><b>Financial Records and Reports</b></p> <ul style="list-style-type: none"> <li>• Ascertains that transaction have been properly recorded in books</li> <li>• Verify financial statements made by subordinate, verify the journal voucher</li> <li>• Prepares adjusting entries and journal vouchers</li> <li>• Prepares trial balances, monthly statements of income and expenditure and other financial statements;</li> </ul> <p><b>Account Tracking</b></p> <ul style="list-style-type: none"> <li>• Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</li> <li>• Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records</li> </ul> <p><b>Financial Transactions Recording Procedures</b></p> <ul style="list-style-type: none"> <li>• Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.</li> <li>• Provides inputs for improvement of accounting section</li> <li>• Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.</li> </ul>
<p><b>Nurse II</b></p>	<p><b>Health Programs and Services</b></p> <ul style="list-style-type: none"> <li>• Classroom inspection to detect early signs and symptoms/disability of learners</li> </ul>





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"><li>• Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.</li><li>• Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school</li><li>• Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners</li><li>• Maintains a functional school clinic</li><li>• Checks on the proper sanitation and healthful living conditions of the school and community</li><li>• Utilize tried and tested medicinal plants for the treatment of common ailments</li><li>• Coordinate with other health personnel, the translation of scientific knowledge to desirable health behavior</li><li>• Coordinate with the Medical Officer for the provision of needed health facilities, medicine and supplies</li><li>• Prepares and submit needed reports</li></ul> <p><b>Nutrition Program and Services</b></p> <ul style="list-style-type: none"><li>• Assist in the development, design, implementation, evaluation and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and submit needed reports</li><li>• Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation</li></ul> <p><b>Linkages</b></p> <ul style="list-style-type: none"><li>• Establish/Strengthen linkages between education partners and stakeholders</li></ul> <p><b>Special Services</b></p> <ul style="list-style-type: none"><li>• Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum</li><li>• Participate in Sports, Scouting and Other Division/School activities</li></ul>
<p><b>Senior Education Program Specialist</b></p>	<p><b>Planning Frame, Systems, and Plans</b></p> <ul style="list-style-type: none"><li>• Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (6-year DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division.</li><li>• Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS.</li><li>• Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS.</li><li>• Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system.</li><li>• Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters</li></ul>





Republic of the Philippines

# Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<p>relevant to education planning system, planning standards and criteria, and planning processes based on action research.</p> <ul style="list-style-type: none"> <li>• Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.</li> </ul> <p><b>Basic Education Information System (E-BEIS) Maintenance and Report Generation</b></p> <ul style="list-style-type: none"> <li>• Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making.</li> <li>• Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation.</li> <li>• Lead in designing, coordinating and implementing policy and planning research studies as identified by M&amp;E reports, TA reports, the management of the schools division, schools and learning centers</li> </ul> <p><b>Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to planning and other matters on governance and operations</li> </ul>
<p><b>Head Teacher II &amp; Head Teacher III</b></p>	<ul style="list-style-type: none"> <li>• Supports School-Based Management (SBM)</li> <li>• Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)</li> <li>• Ensures adherence to DepEd Orders and other issuances</li> <li>• Assists in maintaining the school BEIS</li> <li>• Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card</li> <li>• Assists in implementing programs of the school</li> <li>• Assists in working for possible accreditation</li> <li>• Monitors the teaching-learning process</li> <li>• Evaluates learning outcomes</li> <li>• Recommends changes in policies affecting curriculum and instruction</li> <li>• Implements innovations and alternative delivery schemes</li> <li>• Localizes/indigenizes curriculum</li> <li>• Prepares specific budget and accounts for funds received</li> <li>• Maximizes the use of textbooks, references and other instructional materials</li> <li>• Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials</li> <li>• Coordinates with stakeholders on resource generation and mobilization</li> <li>• Motivates and supports teachers to attain peak performance through awards, recognition and incentives</li> <li>• Monitors teachers and master teachers</li> <li>• Recommends staffing requirements and assists in the selection and hiring of teachers</li> </ul>





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"><li>• Conducts department-based training as a result of training needs analysis</li><li>• Evaluate performance of teachers</li><li>• Promotes harmonious working relationship among teachers</li><li>• Promotes the corporate image of the Department of Education</li><li>• Recommends promotion of teaching and non-teaching personnel</li><li>• Establishes and ensures support and cooperation of stakeholders</li><li>• Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies</li><li>• Proposes plans and implements SB INSET</li></ul> <p>Prepares and submits monthly supervisory/accomplishment report</p>
<b>School Principal II</b>	<ul style="list-style-type: none"><li>• Sets the direction and strategy for the school.</li><li>• Spearheads the formulation and implementation of the School Improvement Plan (SIP) and Annual Improvement Plan (AIP) towards the continuous improvement of the school;</li><li>• Manages the fiscal and asset resources of the school, including the efficient and transparent use of the school MOOE;</li><li>• Facilitates organizational efficiency and the effective management of the people systems of the school, including the designation of tasks, coaching, mentoring and instructional supervision of school staff;</li><li>• Implements and monitors the Result-Based Performance Management System of the School and its staff;</li><li>• Monitors and assesses the school curriculum and its implementation, including the approval of teacher assignments, loading, and class programs;</li><li>• Makes recommendations to the School Division Office (SDO) regarding the program offerings of the school;</li><li>• Creates an environment that is child-friendly, safe, and conducive to the teaching-learning process;</li><li>• Leads in the creation and implementation of standards for teacher and student behavior, as well as disciplinary systems within the school;</li><li>• Implements and monitors the use and updating of the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS);</li><li>• Encourages the shared governance of the school through constant collaboration with the School Governing Council (SGC), Parent-Teacher Association (PTA), and other internal stakeholders of the school;</li><li>• Leads in the collaboration of the school with external partners, stakeholders and the Local Government Unit (LGU);</li><li>• Is accountable for the learning outcomes of the school;</li><li>• Acts as representative of the school to internal and external stakeholders; and</li><li>• Reports to the Schools Division Superintendent.</li></ul>





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

**Enclosure No. 4.7**

Annex C

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMO/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and s) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

