



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



19 October 2023

DIVISION MEMORANDUM

No. 494 s. 2023

RE-OPENING OF 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 re-opens the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in **DepEd Order No. 7, s. 2023**.

Position Title	Salary Grade	Monthly Salary	Place of Assignment	Deadline of Submission
Administrative Officer II	11	Php 27,000.00	• Elementary	Not later than 5PM of October 31, 2023
Head Teacher III	16	Php 39,672.00	• Gigmoto RDHS • San Vicente NHS	Not later than 5PM of November 8, 2023
Head Teacher II	15	Php 36,619.00	Dariao NHS	
Administrative Assistant III (Senior Bookkeeper)	9	Php 21,211.00	• Office of the Schools Division Superintendent • Cabugao Integrated School (JHS)	

2. Applicants shall submit documents in a folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.6*) and should be stamped "received" at the Records Section.

3. Applicants who failed to submit complete mandatory documents (Enclosure 5.6 A to J) on the set deadline shall not be included in the pool of official applicants. Further, no additional documents shall be accepted after the set deadline.

4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 5.6 J), duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

5. Enclosed to this Memorandum are the following:

- 5.1 Qualification Standards for the vacant positions
- 5.2 List of documents to be submitted
- 5.3 Criteria & Point System for Hiring & Promotion to School Administration Positions
- 5.4 Criteria & Point System for Hiring & Promotion to Non-Teaching Positions
- 5.5 Job Description of the vacant positions
- 5.6 Checklist of Requirements (Annex C) with link bit.ly/Annex_C



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6. **Applicants with submitted application per Division Memorandum No. 273 s. 2023 dated July 12, 2023, may submit additional documents on or before the set deadline.**

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

8. 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."

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

10. 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)

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Re-opening of Vacancies
Me / October 19, 2023



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Enclosure No. 5.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(Reference: DepEd Order No. 39, s. 2007, MC No. 10, S. 2005,
DepEd QS Manual for Unique Positions – Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours relevant training	RA 1080 (Teacher)
Head Teacher II	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours relevant training	RA 1080 (Teacher)
Administrative Officer II	11	2	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second 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



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Enclosure No. 5.2

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** & **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) **bit.ly/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



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Enclosure No. 5.3

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



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Enclosure No. 5.4

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
Total	100	100	100	100



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Enclosure No. 5.5

JOB DESCRIPTION OF THE VACANT POSITIONS

Head Teacher II & Head Teacher III	<ul style="list-style-type: none">• Supports School-Based Management (SBM)• Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)• Ensures adherence to DepEd Orders and other issuances• Assists in maintaining the school BEIS• Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card• Assists in implementing programs of the school• Assists in working for possible accreditation• Monitors the teaching-learning process• Evaluates learning outcomes• Recommends changes in policies affecting curriculum and instruction• Implements innovations and alternative delivery schemes• Localizes/indigenizes curriculum• Prepares specific budget and accounts for funds received• Maximizes the use of textbooks, references and other instructional materials• Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials• Coordinates with stakeholders on resource generation and mobilization• Motivates and supports teachers to attain peak performance through awards, recognition and incentives• Monitors teachers and master teachers• Recommends staffing requirements and assists in the selection and hiring of teachers• Conducts department-based training as a result of training needs analysis• Evaluate performance of teachers• Promotes harmonious working relationship among teachers• Promotes the corporate image of the Department of Education• Recommends promotion of teaching and non-teaching personnel• Establishes and ensures support and cooperation of stakeholders• Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies• Proposes plans and implements SB INSET• Prepares and submits monthly supervisory/accomplishment report
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Administrative Officer II

PERSONNEL ADMINISTRATION

- Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:
 - a. recruitment and selection of applicants in the school assigned
 - b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment
 - c. Prepare ERF of qualified teachers and submit to SDO for processing
- Personnel Records
 - a. Update regularly 201 files and maintain database of personal information of school personnel
 - b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated
 - c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)
 - d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto
 - e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS
 - f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned
 - g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.
- Compensation and Benefits
 - a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)
 - b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification
 - c. Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO Other HR-related functions
 - d. Update school personnel of the latest HR-related policies
 - e. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school
 - f. Prepare and submit HR-related reports to school head/HRMO
 - g. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
 - h. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel
- Property Custodianship



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	<ul style="list-style-type: none"> a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head. b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility. c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials. d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school. e. Prepare and submit reports on all property accountability of the school. <ul style="list-style-type: none"> • General Administrative Support <ul style="list-style-type: none"> the school head in the preparation of School Form 7 (SF 7)/loading of rs. the school planning team in the preparation of SIP/AIP. the general administrative support to school head and teachers like the production of learning materials, encoding of reports, preparation of documents, etc. perform other functions as may be assigned by the School Head. • Financial Management <ul style="list-style-type: none"> a. Assist the School Head on the preparation of the following documents such as but not limited to: <ul style="list-style-type: none"> ▪ Cash disbursement register ▪ Authority to debit/credit account ▪ Liquidation reports including supporting documents b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies. c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary. d. Provide assistance to other financial-related task of the School Head. • Perform other functions as may be assigned by the School Head.
<p>Administrative Assistant III (Senior Bookkeeper)</p>	<p>Financial Records and Reports</p> <ul style="list-style-type: none"> • Ascertain that transactions have been properly recorded in books • Verify financial statements made by subordinate, verify the journal voucher • Prepare adjusting entries and journal vouchers • Prepare trial balances, monthly statements of income and expenditure and other financial statements; <p>Account Tracking</p> <ul style="list-style-type: none"> • Prepare schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports • Prepare the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records



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	<p>Financial Transactions Recording Procedures</p> <ul style="list-style-type: none">• 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.• Provides inputs for improvement of accounting section• Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.
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Enclosure No. 5.6

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 HRMG/IR 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 admissibility as any other document or legal writing and a) (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.