



March 4, 2019

MEMORANDUM TO:

Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary & Secondary School Heads
 Non-Teaching Personnel
 All Other Concerned

RELEASED
 DepEd, Division of Catanduanes
 RECORDS SECTION
 Date MAR 04 2019
 Time: 9:00 AM
 Initial/Signature: [Signature]

This Office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

1. Administrative Officer IV (Records Officer)- Schools Division Office
2. Administrative Assistant III (Senior Bookkeeper)- Schools Division Office
3. Administrative Assistant III -Schools Division Office
4. Administrative Assistant II (Disbursing Officer II)- San Jose National High School
5. Administrative Assistant II (Bookkeeper)- Bagamanoc RDHS, Baras RDHS, Bato RDHS, Caramoran School of Fisheries, Caramoran RDHS, Catanduanes NHS, Calatagan HS, Gigmoto RDHS, Supang-Datag NHS, Pandan SAT, San Andres VS, San Miguel RDHS, Viga RDHS

Criteria	Non-teaching Position (Level 1)	Non-teaching Position (Level 2)
Performance Rating for the last 3 rating periods	35	30
Experience	5	10
Outstanding Accomplishments	5	20
Education	10	15
Training	10	10
Potential	20	10
Psychosocial Attributes & Personality Traits	15	5

The Qualification Standards are as follows: (Reference: CSC MC No. 10 s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer IV (Records Officer)	15	2	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional/Second Level Eligibility)
Administrative Assistant III (Senior Bookkeeper)	9	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)
Administrative Assistant III	9	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)
Administrative Assistant II (Disbursing Officer II)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)
Administrative Assistant II (Bookkeeper)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/First Level Eligibility)

Applicants should submit **two (2) folders** with the following documents:

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment
3. Latest Appointment
4. Certificate of relevant Trainings/Seminars attended
5. Certificate of Eligibility or Board Rating

2nd Folder:


1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. PRC License
7. Board Rating or Certificate of Eligibility
8. Performance Rating for the last 3 rating periods
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **March 11, 2019**.

Schedule of Evaluation will be on the following dates at the Schools Division Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

Position Title	Date
Administrative Officer IV (Records Officer)	March 13, 2019, 8AM
Administrative Assistant III	March 15, 2019, 8AM
Administrative Assistant III (Senior Bookkeeper)	March 18, 2019, 8AM
Administrative Assistant II (Disbursing Officer II)	March 20, 2019, 8AM
Administrative Assistant II (Bookkeeper)	March 22, 2019, 8AM

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent