



Republic of the Philippines  
 Department of Education  
 Region V (Bicol)  
**DIVISION OF CATANDUANES**  
 Virac, Catanduanes



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September 3, 2018

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION

Date: SEP 04 2018

Time: 11:20 AM

Initial/Signature: [Signature]

MEMORANDUM TO:

- Asst. Schools Division Superintendent
- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Non-Teaching Personnel
- Members, Human Resource Merit Promotion & Selection Board

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 Aide VI (Clerk) –San Andres Vocational School
2. Administrative Aide IV (Clerk)- San Andres Vocational School

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & CSC MC No. 10, s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Aide VI (Clerk)	6	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 Aide IV (Clerk)	4	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional/First Level Eligibility)

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

1<sup>st</sup> Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment
3. Certificate of Trainings/Seminars attended
4. Certificate of Eligibility or Board Rating (for RA1080)

**2<sup>nd</sup> 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. Certificate of Eligibility
7. PRC License (for RA1080)
8. Board Rating (for RA1080)
9. Performance Rating for the last 3 rating periods (with numerical rating)
10. Copy of Last Approved Appointment
11. Certificate of relevant trainings/seminars attended
12. 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 **September 17, 2018**.

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 Aide VI	OCTOBER 1, 2018
Administrative Aide IV	OCTOBER 2, 2018

For wide dissemination, guidance and compliance.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent ✓