



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

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July 5, 2019

RELEASED
 Division of Catanduanes
 RECORDS SECTION
 JUL 05 2019
 2:00 PM
 Date: _____
 Initial/Signature: _____

MEMORANDUM TO:

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

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. 42, s. 2007 and DepEd Order No. 66, s. 2007:

1. Head Teacher VI (Catanduanes National High School)
2. Head Teacher V (Pandan School of Arts & Trades)
3. Administrative Officer II (Senior High School)

Criteria	School Head	Non-Teaching
Performance Rating for the last 3 rating periods	30	30
Experience	10	10
Outstanding Accomplishments	30	20
Education	10	15
Training	10	10
Potential	5	5
Psychosocial Attributes & Personality Traits	5	10

The Qualification Standards are as follows: (Reference: DepED Order No. 39, s. 2007 and CSC Qualification Standard Revised 1997).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher VI	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 5 years; or Master Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher V	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years; or Master Teacher for 3 years	24 hours of 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)

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. Certificate of relevant trainings/seminars attended (pls. attached if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

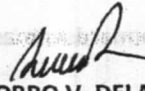
2nd Folder:

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. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. 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 **July 12, 2019**.

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

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent