



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

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July 15, 2019  
**RELEASED**

DepEd, Division Office - Catanduanes  
RECORDS SECTION  
Date: **JUL 16 2019**  
Time: **2:20 P.M.**  
Initial/Signature: *[Signature]*

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads/OIC's
- 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 III- (San Andres Vocational School)
2. Craft Education Demonstrator I- (San Andres Vocational School)
3. Education Program Specialist II for Alternative Learning System (ALS) – Schools Division Office ✓
4. Administrative Aide IV (Clerk)-(Pandan School of Arts & Trades)
5. Administrative Aide III (Utility Worker)- (Pandan School of Arts & Trades)

Criteria	School Head	Non-Teaching	Related Teaching
Performance Rating for the last 3 rating periods	30	30	35
Experience	10	10	5
Outstanding Accomplishments	30	20	20
Education	10	15	25
Training	10	10	5
Potential	5	5	5
Psychosocial Attributes & Personality Traits	5	10	5

The Qualification Standards are as follows: (Reference: DepED Order No. 39, s. 2007, DepEd QS Manual for Unique Positions-Revised 1995 and CSC MC No. 10 s. 2005:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Craft Education Demonstrator I	10	2	Bachelor's degree in Industrial Education and other relevant courses	None required	None required	PBET; Teacher Career Service (Professional) Appropriate eligibility for second level position
Education Program Specialist II	16	2	Bachelor's degree in Education or its Equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) Appropriate eligibility for second level position
Administrative Aide IV	4	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub Professional/First Level)
Administrative Aide III	3	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996

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

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. 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 23, 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