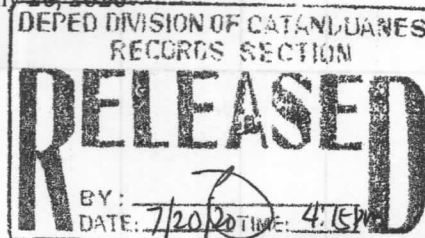




Republic of the Philippines  
**Department of Education**  
 Region V – Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

July 20, 2020

MEMORANDUM  
 OSDS-UM-07-20-20/MBL



**TO:** Asst. Schools Division Superintendent  
 Division & Section Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/TICs  
 Human Resource Merit Promotion & Selection Board  
 All Other Concerned

This is to announce 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 and Deped Order No. 42, s. 2007.

1. Assistant School Principal II – Senior High School
2. Accountant I – Caramoran Rural Development High School
3. Teacher II (Academic Track) – Senior High School
4. Teacher II (TVL Track) – Senior High School

Criteria	Points		
	Teaching Position	School Head Position	Non-Teaching Position (Level 2)
Performance Rating for the last 3 rating periods	35	30	30
Experience	5	10	10
Outstanding Accomplishments	20	30	20
Education	25	10	15
Training	5	10	10
Potential	5	5	10
Psychosocial Attributes & Personality Traits	5	5	5

The Qualification Standards are as follows: (Reference: CSC Qualification Standards-Revised 1997, DepEd Order No. 19, s. 2016 and DepEd Order No. 27, s. 2016)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Assistant School Principal II	19	2	Bachelor's Degree in Education or its equivalent with a major and minor, or Bachelor's Degree in Arts and Sciences with at least 18 units in Professional Education	2 years relevant experience	8 hours relevant training	RA 1080 (Teacher)

Accountant I	12	2	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None Required	None Required	RA 1080 (Accountant)
Teacher II (Academic Track)	12	2	Bachelor's Degree With A Major In The Relevant Strand/Subject; Or Any Bachelor's Degree Plus At Least 6 Units Towards A Master's In Relevant Strand/Subject	None Required	None Required	<p>* Applicants for a Permanent Position: RA 1080 (Teacher); If Not RA 1080 Eligible, they must pass the LET within 5 years after the date of first hiring;</p> <p>* Applicants for a contractual position: None Required</p> <p>* Practitioners (Part-Time Only): None Required</p>
Teacher II (TVL Track)	12	2	Bachelor's Degree; Or Completion Of Technical-Vocational Course(s) In The Area Of Specialization	6 Months of Relevant Teaching Or 6 Months of Industry Work Experience	At Least NC II + TMC I * Appropriate to the Specialization	<p>* Applicants for a Permanent Position: RA 1080 (Teacher); If Not RA 1080 Eligible, they must pass the LET within 5 years after the date of first hiring;</p> <p>* Applicants for a contractual position: None Required</p> <p>* Practitioners (Part-Time Only): None Required</p>

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, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle merit, fitness for the job and equal opportunity."

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

**1st Folder (with labels/tabings)**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment
5. Latest Appointment
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

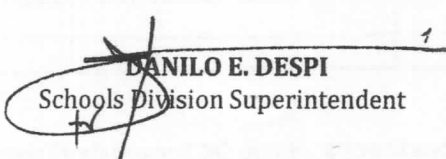
**2nd Folder (with labels/tabings)**

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

**First and second folders** must be sealed in an envelope (with name, contact number, school/district and position applied for) and should be stamped "Received" at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than **July 28, 2020**. **No application documents will be accepted after the deadline. Applicants are advised to bring their original documents on the day of evaluation.**

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

  
**DANILO E. DESPI**  
Schools Division Superintendent