



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

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RELEASED

November 18, 2019 Division of Catanduanes

RECORDS SECTION

Date: **NOV 18 2019**

Time: 6:10 PM

Official/Signature: [Signature]

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads/TIC's
- Human Resource Merit Promotion & Selection Board
- Teaching Personnel
- All Other Concerned

This is to announce the vacancy for Head Teacher III position (Elementary). 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:

Criteria	Points
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (Reference: DepEd Order No. 39, s. 2007).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III	16	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)

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

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

1st Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records
5. Latest Appointment
6. Certificate of Eligibility/Board Rating

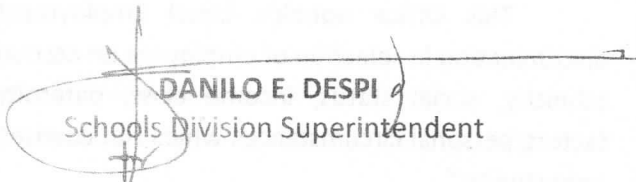
2nd Folder:

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. Certification of Performance Rating for the last 3 years signed by the School Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

First folder 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 be submitted at the Office of the Asst. Schools Division Superintendent not later than **December 2, 2019**. **Applicants are advised to bring their 2nd folder together with the original copies of 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