



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

March 2, 2020

MEMORANDUM TO:  
 OSDS-UM-03-02-20/mb1

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

**RELEASED**

DepEd, Division of Catanduanes  
 RECORDS SECTION  
 Mar. 02, 2020  
 Time: 3:54  
 Date/Signature

This is to announce the vacancy for Head Teacher III position at Bato Rural Development High School. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 39, 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. 42, s. 2007).

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	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:

**1<sup>st</sup> Folder:**

1. Letter of Intent
2. Transcript of Records/Special Order
3. Updated Service Records
4. Latest Appointment
5. Certificate of relevant trainings/seminars attended
6. Certificate of Eligibility/Board Rating

**2<sup>nd</sup> Folder:**

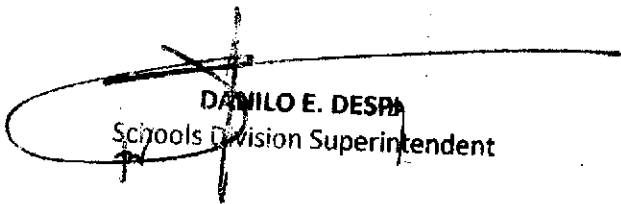
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents (notarized)
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating 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. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

**Pertinent documents (Folder 1 & 2) must be sealed in an envelope (with name, contact number, school 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 **March 11, 2020**. No application documents will be accepted after the deadline.**

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

Documents in the first folder will be pre-evaluated by the Personnel Officer, while the second folder will be opened on the day of evaluation

For wide dissemination, guidance and compliance.

  
**DANILO E. DESRA**  
Schools Division Superintendent