



October 8, 2014

MEMORANDUM TO:

- Education Program Supervisors/Division Coordinators
- Public Schools District Supervisors
- Elementary & Secondary School Principals
- Non-Teaching Personnel

RELEASED
 DepEd-Division of Catanduanes
RECORDS SECTION
 Date OCT 09 2014
 Time 9:15 a.m.
 By [Signature]

This office hereby announces the vacancy for Administrative Officer V position. 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:

- | | | |
|--|---|-----------|
| 1. Performance Rating for the last 3 rating period | - | 30 points |
| 2. Experience | - | 10 points |
| 3. Outstanding Accomplishments | - | 20 points |
| 4. Education | - | 15 points |
| 5. Training | - | 10 points |
| 6. Potential | - | 10 points |
| 7. Psychosocial Attributes & Personality Traits | - | 5 points |

The qualification standards for said positions are as follows: (Reference: CSC MC No. 10, s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer V	18	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility

Applicants should have the following documents:

1. CSC Form 212 (personal Data Sheet)
2. Updated Service Record
3. Performance Rating for the last 3 rating period
4. Transcript of Records/Special Order
5. Certificated of relevant trainings/seminars attended
6. Other documents relevant to the position applied for

Pertinent papers/documents should be submitted directly to the Office of the Schools Division Superintendent not later than October 20, 2014. Documents submitted beyond the due date shall not be considered.

For wide dissemination, guidance and compliance.

[Signature]
 JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent