

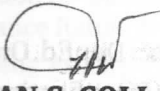


Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPARTMENT OF EDUCATION - CATANDUANES
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
RELEASED
 MAR 04 2021
 DATE: [Signature] TIME: 1:30 PM

MEMORANDUM
 OSDS-UM-03-03-21/MBL

TO : Asst. Schools Division Superintendent
 Chief Education Program Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary Schools Heads
 Teaching & Non-Teaching Personnel
 All Others Concerned

FROM : 
SUSAN S. COLLANO
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : March 3, 2021

This is to announce vacancies in the Schools Division of Catanduanes for positions listed below. All qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 42, s. 2007 and DepED Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Head Teacher III	16	P36,628.00	Elementary
Craft Education Demonstrator I	10	P21,205.00	San Andres Vocational School
Senior Bookkeeper	9	P19,593.00	Viga Rural Development High School



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 DepEd Tayo - Region V - Catanduanes

0331-UMEMO-20 05406

Criteria	Related Teaching Position	Non-Teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35	35
Experience	5	5
Outstanding Accomplishments	20	5
Education	25	10
Training	5	10
Potential	5	20
Psychosocial Attributes & Personality Traits	5	15

The Qualification Standards are as follows: (References: DepEd Order No. 39, s. 2007, DECS QS Manual for Unique Positions-Revised 1995 and CSC Qualification Standards-Revised 1997).

Position	Education	Experience	Training	Eligibility
Head Teacher III	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years; or Teacher In Charge for 2 years; or Teacher for 5 years	24 hours of relevant training	RA1080 (Teacher)
Craft Education Demonstrator I	Bachelor's degree in Industrial Education and other relevant courses	None required	None required	RA1080 (Teacher)/ Career Service (Professional) Appropriate Eligibility for Second Level Position
Senior Bookkeeper	Completion of Two-Year Studies on College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/First Level Eligibility

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."

Interested qualified applicants shall submit documents in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of March 15, 2021. No application documents will be accepted after the deadline.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of the previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of a Designation in a form of an Office Memo/Order (government employees);
Certification re: Designation (private employees)
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovations
 - i. with permit to make innovation from appropriate office
 - ii. copy or write-up of the innovation/s
 - iii. report on outcome of innovation (if available)
 - c. Research & Development Projects
 - i. With a permit to conduct research from appropriate office
 - ii. Copy of the research
 - iii. Report on outcome of research (if available)
 - d. Publication/Authorship
 - i. copy of the publication itself
 - ii. certification from the publisher
 - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
 - i. Letter of invitation/memorandum/program of activities
 - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any*
14. Other documents relevant to the position applied for

**In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

Please be advised accordingly.

HEAD TEACHER III	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ➤ Support School-Based Management (SBM) ➤ Assist in the development and implementation School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP) ➤ Ensures adherence to DepEd Orders and other issuances ➤ Assists in maintaining the school BEIS ➤ Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card ➤ Assists in implementing programs of the school ➤ Assists in working for possible accreditation ➤ Monitors the teaching-learning process ➤ Evaluates learning outcomes ➤ Recommends changes in policies affecting curriculum and instruction ➤ Implements innovation and alternative delivery schemes ➤ Localizes/indigenizes curriculum ➤ Prepares specific budget and accounts for funds received ➤ Maximizes the use of textbooks, references and other instructional materials ➤ Ensures proper use and maintenance of school facilities, equipment, textbooks And supplies/materials ➤ Coordinates with stakeholders on resource generation and mobilization ➤ Motivates and support teachers to attain peak performance through awards, recognitions and incentives ➤ Monitors teachers and master teachers ➤ Recommends staffing requirements and assists in the selection and hiring of teachers ➤ Conducts department-based training as a result of training need analysis ➤ Evaluates performance of teachers ➤ Promotes harmonious working relation among teachers ➤ Promotes the corporate image of the Department of Education ➤ Recommends promotion of teaching and non-teaching personnel ➤ Establishes and ensures support and cooperation of stakeholders ➤ Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies ➤ Proposes plan and implements SB INSET ➤ Prepares and submits monthly supervisory/accomplishment report
CRAFTS EDUCATION DEMONSTRATOR I	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ➤ Trains-out-of-school youth and employable adults in non-formal short-term courses in home industries. ➤ Teaches craft design and drawing to out-of-school youth and employable adults emphasizing quality control and standardization of finished products for production and marketing purposes. ➤ Conduct in-service trainings, workshop and seminars for home coordinators and technologist in cooperation with NYMC, NACIDA, PRRM, ACA, DAR, and other agencies ➤ Appraises and evaluates performance of secondary students and out-of-school youth and employable adults trained in non-formal short-term courses for purposes of determining prior learning's and provision accreditation and certification ➤ Prepare course guides, teaching aids, job sheets, evaluation sheets for different schools and divisions ➤ Conduct survey and researches related to home industries. ➤ Does related work
SENIOR BOOKKEEPER	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ➤ Ascertain that transaction have been properly recorded in books ➤ Verify financial statements made by subordinate, verify the journal voucher ➤ Prepares adjusting entries and journal vouchers ➤ Prepares trial balances, monthly statements of income and expenditure and other financial statements ➤ Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports ➤ Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records ➤ Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuance of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers ➤ Provides input for improvement of accounting section ➤ Reviews, revises and gives feedback on work of accounting and bookkeeping staff