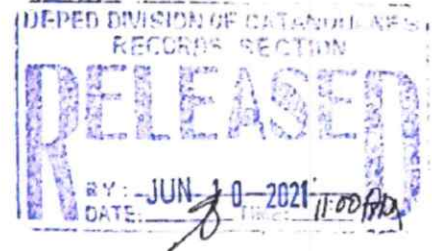





Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

MEMORANDUM
 OSDS-UM-06-10-21/MBL



TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads/OIC's
 Human Resource Merit Promotion & Selection Board

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

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : June 10, 2021

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

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Senior Education Program Specialist	19	Php48,313.00	SGOD-Human Resource Development
Registrar I	11	Php23,877.00	SDO-Catanduanes (SHS)
Teacher II (SHS-Academic Track)	12	Php26,052.00	SDO-Catanduanes (SHS)
Teacher II (SHS-TVL Track)	12	Php26,052.00	SDO-Catanduanes (SHS)
Teacher II (Kindergarten)	12	Php26,052.00	SDO-Catanduanes
Administrative Assistant II (Disbursing Officer)	8	Php18,251.00	Bugao Central Elementary School
Administrative Assistant II (Disbursing Officer)	8	Php18,251.00	Mayngaway National High School
Farm Worker I	2	Php12,790.00	Caramoran School of Fisheries

Criteria	Points	
	Teaching & 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



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POSITION TITLE	DUTIES AND RESPONSIBILITIES
Senior Education Program Specialist	<p>HR Strategic Plans and Policies</p> <ul style="list-style-type: none">➤ Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on IIRD programs and their implementation.➤ Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs.➤ Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed. <p>Professional and Career Development</p> <ul style="list-style-type: none">➤ Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such, in order to arrive at profiles on individual and group competency development needs.➤ Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division. <p>HR Development Interventions</p> <ul style="list-style-type: none">➤ Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training.➤ Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training.➤ Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance.➤ Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel.➤ Conduct training programs (including career development programs) regularly offered to schools division personnel.➤ Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development. <p>Scholarship and Professional Program Coordination</p> <ul style="list-style-type: none">➤ Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings➤ Disseminate to school division personnel opportunities for scholarships and accept applications.➤ Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars➤ Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship➤ Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar➤ Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship.



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	<ul style="list-style-type: none"> ➤ Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency. <p>Training and Development Records</p> <ul style="list-style-type: none"> ➤ Coordinate the installation and ensure continuous operation and maintenance of the TDIS. ➤ Supervise encoding of training records in the TDIS to ensure accuracy ➤ Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division <p>Succession and Exit</p> <ul style="list-style-type: none"> ➤ Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO ➤ Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO ➤ Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. ➤ Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace. <p>Employees Welfare</p> <ul style="list-style-type: none"> ➤ Design and implement process for gathering data on welfare needs of employees. ➤ Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups. ➤ Review, propose and coordinate implementation of reward and recognition programs ➤ Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management. ➤ Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management <p>Technical Assistance</p> <ul style="list-style-type: none"> ➤ Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations
Registrar I	<ul style="list-style-type: none"> ➤ Receives, updates and maintains the records, reports and documents of the school, its staff and learners; ➤ Manages and updates the Learner Information System (LIS); ➤ Ensures an efficient process of registration and enrollment; ➤ Facilitates the process of releasing records of the school, staff and learners Guidelines on the Organizational Structure and Staffing Patterns of Public Stand-Alone and Integrated Senior High Schools (SHS) Page 53 to the necessary institutions; and ➤ Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.
Administrative Assistant II (Disbursing Officer)	<ul style="list-style-type: none"> ➤ Assists in collection of funds and deposits ➤ Prepares remittance and deposit slips ➤ Prepares report of collections and deposits ➤ Draws cash advances for trainings as designated disbursing officer



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	<ul style="list-style-type: none">➤ Pays out cash for payrolls and vouchers for salaries and wages➤ Verifies and pays salaries and wages and other disbursements➤ Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received➤ Accounts for receipt custody and disbursement of funds➤ Prepares report of disbursements➤ Processes checks and advice of checks issued and cancelled➤ Prepares report of checks issued and cancelled➤ Controls and releases approved checks to DepEd creditors
Farm Worker I	<ul style="list-style-type: none">➤ Identify vacant lots for planting vegetables and other crops➤ Dig and plant seeds or transplant seedlings by hand➤ Harvest fruits and vegetables by hand➤ Identify plants, pests and weeds to determine the selection and application of pesticides and fertilizers➤ Repair farm buildings, fences and other structures➤ Does related work