

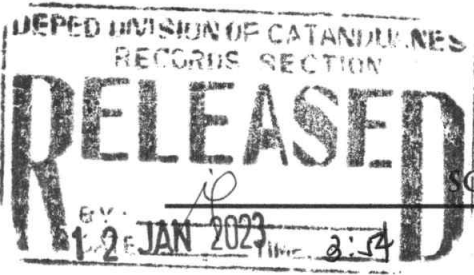


Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



11 January 2023

DIVISION MEMORANDUM

No. 026 s. 2023

ANNOUNCEMENT OF VACANCIES FOR TEACHING, NON-TEACHING AND SCHOOL HEAD POSITIONS

TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Human Resource Merit Promotion & Selection Board
 Public Schools District Supervisors
 Elementary & Secondary School Heads
 All Others Concerned

1. This Office announces the following vacancies in this Schools Division. All interested qualified applicants whether internal or external to DepED are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in DepEd Order No. 42, s. 2007, DepEd Order No. 66, s. 2007, MEC Order No. 10 s. 1979 and the Customized Policy Manual on Recruitment, Selection and Placement of SDO-Catanduanes.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Administrative Aide I	1	Php13,000.00	Elementary
Security Guard I	3	Php14,678.00	Elementary
Administrative Assistant III (Senior Bookkeeper)	9	Php21,211.00	<ul style="list-style-type: none"> • Tabugoc CES • Cabugao IS
Master Teacher I	18	Php46,725.00	Viga East District
Master Teacher II	19	Php51,357.00	<ul style="list-style-type: none"> • Bagamanoc South District • Viga West District
Head Teacher V	18	Php46,725.00	<ul style="list-style-type: none"> • Viga RDHS
Head Teacher III	16	Php39,672.00	<ul style="list-style-type: none"> • Elementary • San Vicente NHS • Gigmoto RDHS
Head Teacher II	15	Php36,619.00	<ul style="list-style-type: none"> • Dariao NHS

2. Applicants shall submit documents in one (1) folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.2*) and should be stamped "received" at the Records Section and submit to Human Resource Management Office **on or before 5:00 pm of January 20, 2023**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> **on or before 5:00 pm of January 20, 2023**.



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3. No additional documents shall be accepted after the deadline, except on highly justifiable reasons or causes.
4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Enclosed to this Memorandum are the following:
 - 5.1 Qualification Standards for the vacant positions
 - 5.2 List of documents to be submitted
 - 5.3 Job Description of the vacant positions
6. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.
7. 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, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”
8. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.
9. Recommendation is not necessary.
10. For wide dissemination, guidance and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.: As stated

Reference: MC No. 10, s. 2005, Qualification Standards (Revised 1997), DepEd QS Manual for Unique Positions (Revised 1995), DepEd Order No. 39, s. 2007, DepEd Order No. 42, s. 2007, DepEd Order No. 66, s. 2007, MEC Order No. 10 s. 1979 and the Customized Policy Manual on Recruitment, Selection and Placement of SDO-Catanduanes.

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION EMPLOYMENT
HIRING

MBL/DM- Announcement of Vacancies for Teaching, Related Teaching, Non-Teaching and School Head Positions
003/January 11, 2023





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Enclosure No. 5.1

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS

(References: MC No. 10, s. 2005, Qualification Standards (Revised 1997), DepEd QS Manual for Unique Positions (Revised 1995), DepEd Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Aide I	1	1	Must be able to read and write	None required	None required	None required
Security Guard I	3	1	High school graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)
Administrative Assistant III (Senior Bookkeeper)	9	2	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) /First Level Eligibility
Master Teacher I	18	2	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	3 years relevant experience	None required	RA 1080 (Teacher)
Master Teacher II	19	2	Bachelor of Elementary Education or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	1 year as Master Teacher I or 4 years as Teacher III	4 hours relevant training	RA 1080 (Teacher)
Head Teacher V	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA 1080 (Teacher)





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Head Teacher III	16	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher III	16	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II	15	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	HT for 1 year; or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)



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Enclosure No. 5.2

LIST OF DOCUMENTS TO BE SUBMITTED

1. Letter of Intent addressed to the Head of Office
2. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
3. Certificate of Eligibility, Board Rating/PRC License
4. Transcript of Records/Special Order
5. Updated Service Record or Certificate of Employment
6. Certificate of In-Service Trainings/Seminars*
7. Performance Rating for the last three (3) rating periods
8. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at bit.ly/OmnibusCOAV
9. Checklist of Requirements submitted
10. Copy of Last Approved Appointment
11. Copy of Designation in a form of an Office Memo/Order (government employees);
12. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - i. With Certificate of Award
*The award-giving body or organizing committee must be recognized/endorsed by NEAP, CSC and DepED with special issuances
 - b. Innovation
 - i. with Innovation Project Proposal Manuscript
 - ii. Approval Sheet from the Review Committee
 - iii. Certificate of Completion signed by ASDS/SDS and issued by the Review Committee
 - iv. Memorandum or any proof on the Adoption and Implementation of the Innovation
 - c. Research & Development Projects- Action Research or Basic Research properly indorsed by the School/District Research Committee and approved by the latter following the Policy Guidelines stipulated in Division Memorandum No. 559 s. 2021
 - i. Research Proposal Manuscript
 - ii. Approval Sheet corroborated by the Research Committee
 - iii. Certificate of Completion signed by the Asst. Schools Division Superintendent
 - d. Publication/Authorship
 - i. original 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
13. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
14. Chair/Co-Chair in a technical/planning committee, if any*
15. 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.*





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Enclosure No. 5.3

JOB DESCRIPTION OF THE VACANT POSITIONS

Administrative Aide I	<ul style="list-style-type: none">• Cleans schools/offices and surrounding areas• Collects, dumps or burns garbage; open doors and windows before office hours and closes them after office hours; hauls and transfers office/school furniture's.• Keeps toilet and closet clean and sanitary.• Occasionally do messenger work and minor clerical work and does carpentry work in repairing cabinets, tables for the office/school.• Drains and cleans canals, gutters and similar structures.• Take care of plants• Assists in the preparation of training and/or a conference room.• Assists in sorting, binding and disseminating printed materials• Repairs damaged office furniture• Repairs minor defects of vehicle• Repairs minor electrical and lightning equipment• Drives vehicle when the service demands.• Perform other related tasks as may be assigned by the immediate head
Security Guard I	<ul style="list-style-type: none">• Serves as security personnel• Protects the DepEd officials and employees• Serves as back-up driver and close-in security of DepEd high ranking officials• Supervises the guarding activities of the contracted security agency• Safeguards and protects buildings, properties, equipment, supplies, and cargos• Accosts suspicious persons and reports unusual happenings and incidents• Investigates offenses and violations and prepares reports for submission to immediate officers• Maintains proper decorum and courtesy to all incoming and outgoing employees and guests• Maintains peace and order within the vicinity• Conducts routinary inspection to all posted guards• Issues gate passes• Conducts guard mounting to all incoming guards• Performs routinary inspection• Enforces DepEd security measures• Assists in the conduct of emergency response• Establishes rapport with other agencies and nearby communities





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	<ul style="list-style-type: none">• Performs coordination work relative to security measures• Operates and maintains security equipment (CCTV)
Administrative Assistant III (Senior Bookkeeper)	<p>Financial Records and Reports</p> <ul style="list-style-type: none">• Ascertains 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; <p>Account Tracking</p> <ul style="list-style-type: none">• 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 <p>Financial Transactions Recording Procedures</p> <ul style="list-style-type: none">• Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.• Provides inputs for improvement of accounting section• Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.
Master Teacher I & Master Teacher II	<ul style="list-style-type: none">• Attends professional meetings, in-service trainings and related activities for self-growth and advancement.• Prepares daily logs and visual aids related to the lesson.• Conducts remedial episodes classes for slow learners• Updates parents on children's progress and problems through dialogues, conferences and PTA meetings• Assists the guidance counselor in handling students with problems• Gets involved in community and civic-organization activities.• Maintains harmonious relationships with superiors, students, local and public officials and co-teachers.• Observes proper decorum• Conducts echo seminars for co-teachers.• Mentors co-teachers in content and skills difficulties• Helps in the proper and accurate dissemination/implementation of school policies.• Assists principals in instructional monitoring of teachers.





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	<ul style="list-style-type: none">• Guides co-teachers in the performance of duties and responsibilities• Leads in the preparation and enrichment of curriculum; leads in the discussion of professional ideas, problems, issues and concerns• Initiates projects and programs that will enhance the curriculum and its delivery• Makes the needed instructional materials available to teachers and students• Assists school heads in class monitoring• Conducts in-depth studies or action researches on instructional problems• Coordinates with the grade chairman in disseminating information about school problems, awards, promotion• Conducts demonstration teaching, sharing effective techniques or strategies and helps identify potential demonstration teachers• Monitors the maintenance of discipline between and among teachers and learners• Assists in designing capacity development programs for teachers• Serves as trainer in school-based INSET• Evaluates teacher-made tests and interpret results• Checks regularly lesson plans of teachers in the assigned grade/subject area• Carries regular teaching load for the grade/subject area• Serves as a demonstration teacher
Head Teacher V, Head Teacher III & Head Teacher II	<ul style="list-style-type: none">• Supports School-Based Management (SBM)• Assists in the development and implementation of 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 innovations 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





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| | <ul style="list-style-type: none">• Coordinates with stakeholders on resource generation and mobilization• Motivates and supports teachers to attain peak performance through awards, recognition 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 needs analysis• Evaluate performance of teachers• Promotes harmonious working relationship 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 plans and implements SB INSET• Prepares and submits monthly supervisory/accomplishment report |
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