



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED
BY: [Signature]
DATE: 10 JAN 2023 9:55

10 January 2023

DIVISION MEMORANDUM

No. 014 s. 2023

**ANNOUNCEMENT OF VACANCIES FOR TEACHER III AND TEACHER II POSITIONS
(JUNIOR HIGH SCHOOL)**

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. Interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in DepEd Order No. 66, s. 2007 and the Customized Policy on Recruitment Selection and Placement of SDO-Catanduanes:

Position Title	Area of Specialization	Salary Grade	No. of Vacancy	Monthly Salary	Place of Assignment
Teacher III	English	13	1	Php29,798.00	Bote Integrated School
Teacher II	MAPEH	12	1	Php27,608.00	
Teacher III	Preferably Filipino, Araling Panlipunan, MAPEH	12	1	Php29,798.00	Dororian National High School

2. Applicants shall submit documents in one (1) folder (*with tabbing and name of document, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Human Resource Management Office **on or before 5:00 pm of January 16, 2023**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> **on or before 5:00 pm of January 16, 2023**.

3. The basis for the area of specialization shall be the Official Transcript of Records for baccalaureate/bachelor's degree.

4. Enclosed to this Memorandum are the following:

- 4.1 Qualification Standards for the vacant positions
- 4.2 List of documents to be submitted

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



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6. 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 expressions (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity”.
7. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.
8. Recommendation is not necessary.
9. For wide dissemination, guidance and strict compliance.

SUSAN S. COLLANO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No 66 s. 2007, DepEd QS Manual for Unique Positions-Revised 1995

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION EMPLOYMENT
HIRING



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Enclosure No. 4.1 to Division Memorandum No. 04, s. 2023

QUALIFICATION STANDARDS FOR THE VACANT POSITIONS
(Reference: DepEd QS Manual for Unique Positions-Revised 1995)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Teacher III	13	2	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	2 years relevant experience	None required	RA 1080 (Teacher)
Teacher II	12	2	Bachelor of Secondary Education or Bachelor's degree plus 18 professional units in Education with appropriate major	1 year relevant experience	None required	RA 1080 (Teacher)



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Enclosure No. 4.2 to Division Memorandum No. 94, s. 2023

LIST OF DOCUMENTS TO BE SUBMITTED

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized, you may download the form at **bit.ly/OmnibusCOAV**
3. 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**
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of Last Approved Appointment
7. Certificate of In-Service Trainings/Seminars
8. Certificate of Eligibility, Board Rating and PRC License (not expired)
9. Copy of Designation in a form of an Office Memo/Order (government employees);
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments*
 - a. Outstanding Employee Award
 - b. Innovation
 - 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 permit to conduct research from appropriate office
 - ii. Copy of 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.*