



Republic of the Philippines  
**Department of Education**  
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



8 September 2023

**DIVISION MEMORANDUM**

No. 361 s. 2023

**RE-OPENING OF VACANCIES**

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 re-opens the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent documents for evaluation in accordance with the criteria as provided in **DepEd Order No. 7, s. 2023**.

Position Title	Salary Grade	Monthly Salary	Place of Assignment	Deadline of Submission
Craft Education Demonstrator I	10	Php 23,176.00	• San Andres Vocational School	<b>Not later than 5PM of September 18, 2023</b>
Senior Bookkeeper	9	Php 21,211.00	• Calatagan High School	
Head Teacher III	16	Php 39,672.00	• Caramoran RDHS • San Miguel RDHS	<b>Not later than 5PM of September 19, 2023</b>
Head Teacher I	14	Php 33,843.00	Tubli NHS	
Accountant I	12	Php 29,165.00	• Pandan School of Arts & Trades • Caramoran RDHS	

2. Applicants shall submit documents in a folder (*with tabbing and name of document, following the arrangement of the requirements as listed in 5.7*) and should be stamped "received" at the Records Section on or before the set deadline.

3. Applicants who failed to submit complete mandatory documents (Enclosure 5.7 A to J) on the set deadline shall not be included in the pool of official applicants. Further, no additional documents shall be accepted after the set deadline.

4. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Enclosure 5.7 J), duly signed by the applicant. 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 Criteria & Point System for Hiring & Promotion to School Administration Positions





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

---

5.4 Criteria & Point System for Hiring & Promotion to Related Teaching Positions

5.5 Criteria & Point System for Hiring & Promotion to Non-Teaching Positions

5.6 Job Description of the vacant positions

5.7 Checklist of Requirements (Annex C) with link [bit.ly/Annex\\_C](https://bit.ly/Annex_C)

6. Applicants with submitted application per Division Memorandum No. 273 s. 2023 dated July 12, 2023, may submit additional documents on or before the set deadline.

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

8. 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.”

9. Persons with Disability applicants in need of assistance should notify the Human Resource Management Office prior to scheduled date of evaluation.

10. For wide dissemination, guidance and strict compliance.

**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 7, s. 2023, DepEd Order No. 39, s. 2007, CSC MC No. 10 s. 2005, CSC Revised Qualification Standards (Revised 1997) and DECS Qualification Standards for Unique Positions – Revised 1995

To be indicated in the Perpetual Index

Under the following subjects:

EVALUATION    EMPLOYMENT

HIRING

MBL/DM- Re-opening of Vacancies

*MB* /September 8, 2023





Republic of the Philippines

**Department of Education**

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

**Enclosure No. 5.1**

**QUALIFICATION STANDARDS FOR THE VACANT POSITIONS**

(Reference: DepEd Order No. 39, s. 2007,  
DepEd QS Manual for Unique Positions – Revised 1995,  
Qualification Standards Revised 1997)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
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 relevant training	RA 1080 (Teacher)
Head Teacher I	14	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	TIC for 1 year; or Teacher for 3 years	24 hours relevant training	RA 1080 (Teacher)
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080
Crafts Education Demonstrator I	10	2	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	9	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

---

### Enclosure No. 5.2

#### LIST OF DOCUMENTS TO BE SUBMITTED

- a. Letter of Intent addressed to the Head of Office
- b. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at **[bit.ly/F212\\_PDS](http://bit.ly/F212_PDS)** & **[bit.ly/WES\\_PDS](http://bit.ly/WES_PDS)**
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) with link **[bit.ly/Annex\\_C](http://bit.ly/Annex_C)**
- k. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment





Republic of the Philippines

# Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

## Enclosure No. 5.3

### CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO SCHOOL ADMINISTRATION POSITIONS

1. The assessment for School Administration positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.

2. Point system for evaluative assessment:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	25
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application for Learning & Development	10
h. Potential (Written Exam, BEI)	15
Total	100





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

**Enclosure No. 5.4**

**CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO RELATED-TEACHING POSITIONS**

1. The assessment for related-teaching positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
  
2. Point system for evaluative assessment:

Criteria	Breakdown of Points		
	SG 11-15	SG 16-22	SG 24 (Chief)
a. Education	10	10	10
b. Training	10	10	10
c. Experience	10	10	10
d. Performance	20	20	25
e. Outstanding Accomplishments	10	5	10
f. Application of Education	10	15	10
g. Application for Learning & Development	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	20	20	15
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>





Republic of the Philippines

# Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

## Enclosure No. 5.5

### CRITERIA AND POINT SYSTEM FOR HIRING AND PROMOTION TO NON-TEACHING POSITIONS

1. The assessment for Non-Teaching positions shall be based on the following criteria:
  - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved Qualification Standards (QS);
  - b. **Training** hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
  - c. **Experience** relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - e. **Outstanding Accomplishments** acquired after the last promotion;
  - f. **Application of Education** acquired after the last promotion;
  - g. **Application of Learning and Development** acquired after the last promotion; and
  - h. **Potential** measured using other evaluative assessments.
  
2. Point system for evaluative assessment:

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application for Learning & Development	-	10	10	10
h. Potential (Written Exam, BEI, Work Sample Test)	55	20	20	20
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 5.6

### JOB DESCRIPTION OF THE VACANT POSITIONS

<b>Head Teacher I, &amp; Head Teacher III</b>	<ul style="list-style-type: none"><li>• Supports School-Based Management (SBM)</li><li>• Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)</li><li>• Ensures adherence to DepEd Orders and other issuances</li><li>• Assists in maintaining the school BEIS</li><li>• Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card</li><li>• Assists in implementing programs of the school</li><li>• Assists in working for possible accreditation</li><li>• Monitors the teaching-learning process</li><li>• Evaluates learning outcomes</li><li>• Recommends changes in policies affecting curriculum and instruction</li><li>• Implements innovations and alternative delivery schemes</li><li>• Localizes/indigenizes curriculum</li><li>• Prepares specific budget and accounts for funds received</li><li>• Maximizes the use of textbooks, references and other instructional materials</li><li>• Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials</li><li>• Coordinates with stakeholders on resource generation and mobilization</li><li>• Motivates and supports teachers to attain peak performance through awards, recognition and incentives</li><li>• Monitors teachers and master teachers</li><li>• Recommends staffing requirements and assists in the selection and hiring of teachers</li><li>• Conducts department-based training as a result of training needs analysis</li><li>• Evaluate performance of teachers</li><li>• Promotes harmonious working relationship among teachers</li><li>• Promotes the corporate image of the Department of Education</li><li>• Recommends promotion of teaching and non-teaching personnel</li><li>• Establishes and ensures support and cooperation of stakeholders</li><li>• Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies</li><li>• Proposes plans and implements SB INSET</li><li>• Prepares and submits monthly supervisory/accomplishment report</li></ul>
---	---







Republic of the Philippines

# Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

<p><b>Accountant I</b></p>	<ul style="list-style-type: none"> <li>• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.</li> <li>• Checks the accuracy, validity and appropriateness of income and expenditure transactions.</li> <li>• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.</li> <li>• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.</li> <li>• Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations.</li> <li>• Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports.</li> <li>• Reviews the financial statements and related schedules.</li> </ul>
<p><b>Craft Education Demonstrator I</b></p>	<ul style="list-style-type: none"> <li>• Conducts in-service training programs, workshops, seminars for teacher and other school officials in the country.</li> <li>• Trains out-of-school youth, employable adults, teachers, and school officials of public and private schools as well as technicians and technologists of other agencies in handicrafts and cottage industries mainly in non-formal short-term training courses.</li> <li>• Improves hand tools and small machines for handicrafts and cottage industries.</li> <li>• Prepares and/or revises course guides, teaching aids and devise for use in training programs.</li> <li>• Processes raw materials and supplies for use in home industries classes.</li> <li>• Undertakes technological research on materials, supplies and machines used in handicrafts and cottage industries courses.</li> <li>• Plans and initiates the making of handicraft models with emphasis on new designs in the making of new products that may be adopted in home industries and schools.</li> <li>• Does related work</li> </ul>
<p><b>Senior Bookkeeper</b></p>	<p><b>Financial Records and Reports</b></p> <ul style="list-style-type: none"> <li>• Ascertains that transaction have been properly recorded in books</li> <li>• Verify financial statements made by subordinate, verify the journal voucher</li> <li>• Prepares adjusting entries and journal vouchers</li> <li>• Prepares trial balances, monthly statements of income and expenditure and other financial statements;</li> </ul> <p><b>Account Tracking</b></p> <ul style="list-style-type: none"> <li>• Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</li> <li>• Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records</li> </ul> <p><b>Financial Transactions Recording Procedures</b></p>





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

---

	<ul style="list-style-type: none"><li>• 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.</li><li>• Provides inputs for improvement of accounting section</li><li>• Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.</li></ul>
--	--





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

**Enclosure No. 5.7**

CHECKLIST OF REQUIREMENTS		Annex C	
Name of Applicant: _____		Application Code: _____	
Position Applied For: _____			
Office: _____			
Contact Number: _____			
Religion: _____			
Ethnicity: _____			
Person with Disability: Yes ( ) No ( )			
Solo Parent: Yes ( ) No ( )			
Basic Documentary Requirement	Status of Submission <i>(To be filled out by the applicant; Check if submitted)</i>	Verification <i>(To be filled out by the HRMG/HR Office/sub-committee)</i>	
		Status of Submission <i>(Check if completed)</i>	Remarks
a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_

Human Resource Management Officer

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_

Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability on any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

