



DepEd Division Office of Catanduanes
RECORDS SECTION
RELEASED
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Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

November 4, 2024

DIVISION MEMORANDUM
No. 561 s. 2024

**RE-OPENING AND ACCEPTANCE OF APPLICATION AND ASSESSMENT
FOR NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the re-opening and acceptance of applications for non-teaching positions from **November 4, 2024** until **November 11, 2024**.

2. The vacancies are the following:

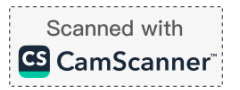
Position Title	Office/Assignment	No. of Vacancy
Accountant I	Pandan School of Arts & Trades	1
	Catanduanes National High School	1
Medical Officer III	School Governance & Operations Division	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/NTOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office- Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder, Accountant I- YELLOW, Medical Officer III- WHITE. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year performance prior to the assessment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) - download @ bit.ly/Annex_C
OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> Awards and Recognitions





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	<ul style="list-style-type: none"> • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

5. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

7. Relevant documents must be checked first at the Schools Division Office (SDO) Personnel Section before submission to the SDO - Records Section.

8. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
November 5, 2024 (11AM-12NN)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hormosp.ctd@deped.gov.ph	HRMO	Interested Applicants
November 11, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
November 12, 2024	Initial evaluation of documents	Personnel Section	HRMO	
November 13, 2024	Written Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
November 14, 2024	Document Evaluation and Interview	SDO Terracc	HRMPSB	Interested Applicants

9. The Criteria and Point System for Hiring and Promotion for Non-Teaching positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20



San Roque, Virac, Catanduanes

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10. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.
11. Applicants who failed to submit complete mandatory documents on **November 11, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
12. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
13. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.
14. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
15. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
16. 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."
17. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
18. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB) Sub-Committee:

Chairperson	SGOD Chief MARY JEAN S. ROMERO	
Members	Regular	Alternate
	AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE EPS AROLINE T. BORJA (for 2 nd level position)	AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA (for 2 nd level position)

19. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
20. For information, immediate and wide dissemination, guidance and compliance.


CECILE C. FERRO CESO VI
 Asst. Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent



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 053-8114063
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Enclosure No. 1 to Division Memorandum No. 141 s. 2024

ACCOUNTANT I

JOB SUMMARY	
Under immediate supervision maintains the agency books of accounts and other accounting records, prepares financial statements and other reports for internal/external reporting purposes in conformity with generally accepted accounting standards and auditing rules and regulations	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Bachelor's Degree in Commerce/Business Administration Major in Accounting
Experience	None required
Eligibility	RA 1080 (CPA)
Trainings	None required

Accountant I

1. Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations
2. Checks the accuracy, validity and appropriateness of income and expenditure transactions
3. Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules
4. Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information
5. Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations
6. Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports
7. Reviews the financial statements and related schedules

MEDICAL OFFICER III

JOB SUMMARY	
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders	
QUALIFICATION STANDARDS	
A. CSC Prescribed Qualifications	
Education	Doctor of Medicine
Experience	None required
Eligibility	RA 10810
Trainings	None required
KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Health Program and Services	<ul style="list-style-type: none"> • Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office • Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners • Prepares and submits periodic reports of accomplishments
Nutrition Program Service	<ul style="list-style-type: none"> • Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office • Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office • Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
Partnership	<ul style="list-style-type: none"> • Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs

