

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

01 December 2022


DIVISION MEMORANDUM
 No. 564 s. 2022

**ANNOUNCEMENT OF VACANCIES FOR TEACHING, RELATED 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. 66 s. 2007 and DepEd Order No. 42, s. 2007 and the Customized Policy Manual on Recruitment, Selection and Placement of SDO-Catanduanes.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Education Program Supervisor (preferably MAPEH major)	22	Php69,963.00	Curriculum Implementation Division
School Principal I	19	Php49,835.00	Elementary
Administrative Officer II	11	Php25,439.00	Elementary
School Principal I	19	Php49,835.00	<ul style="list-style-type: none"> Manambrag National High School Agban National High School Caramoran School of Fisheries
Master Teacher I	18	Php45,203.00	<ul style="list-style-type: none"> Pandan West District
Head Teacher III	16	Php38,150.00	<ul style="list-style-type: none"> Caramoran Rural Development High School
Head Teacher I	14	Php32,321.00	Tubli National High School
Craft Education Demonstrator I	10	Php22,190.00	San Andres Vocational School
Accountant I	12	Php27,608.00	<ul style="list-style-type: none"> Caramoran Rural Development High School Pandan School of Arts & Trades
Senior Bookkeeper	9	Php20,402.00	<ul style="list-style-type: none"> Calatagan High School


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

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 December 12, 2022**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5:00 pm of December 12, 2022.

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

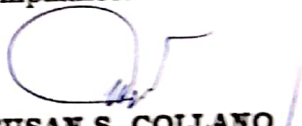
6. Schedule of evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation.

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: DepEd Order No. 39, s. 2007, DepEd Order No. 117, s. 2010

MEC Order No. 10 s. 1979,

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
009/December 1, 2022





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 Order No. 117, s. 2010 MEC Order No. 10 s. 1979, CSC MC No. 10 s. 2005, DepEd Qualification for Unique Positions-Revised 1995, CSC Qualification Standards Revised 1997)

Position	Salary Grade	Level 1	Education	Experience	Training	Eligibility
Master Teacher I	18	2	Bachelor of Elementary Education (BEED) 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)
School Principal I	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	40 hours of relevant training	RA 1080 (Teacher)
School Principal I	19	2	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 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 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)
Education Program Supervisor	22	2	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal; or 2 years as Head Teacher; or 2	8 hours of relevant training	RA 1080 (Teacher)





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

				years as Master Teacher		
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA1080
Administrative Officer II	11	2	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility
Craft 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	2	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

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.*





Enclosure No. 5.3

JOB DESCRIPTION OF THE VACANT POSITIONS

School Principal I	<ul style="list-style-type: none"> • Supervises and directs all school teaching and non-teaching personnel • Manages instructional system • Sets up goals and objectives • Leads and implements educational programs • Organizes and conducts INSETs • Promotes and coordinates services for the holistic development of school personnel and pupils • Directs, coordinates and manages school funds according to prioritized needs • Assigns teachers where they best fit to teach (grades, learning areas, special assignments, etc.) • Requests and distributes instructional materials • Initiates and compiles teachers' professional documents in portfolios • Practices equitable distribution of teaching loads and observes teacher-learner ratio • Inspects regularly Daily Lesson Logs (DLL) • Monitors teachers upkeep of students records • Provides EPA compliant accommodation to learners amidst shortages • Prepares/consolidates reports • Rates all school personnel performance and recommends promotion • Creates committee to assess learning outcomes • Establishes linkages with stakeholders • Ensures compliance to existing laws, policies and orders of fund raising projects for the school • Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists • Formulates intervention programs/innovations for learners development • Organizes special classes for learners with special needs • Meets parents regularly to confer/inform about school accomplishments • Determines the strengths, weaknesses, opportunities and threats of the school • Designs programs with stakeholders to address school needs • Recognizes accomplishments of stakeholder's • Promotes welfare of stakeholders'
---------------------------	---



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

	<ul style="list-style-type: none">• Mediates and ensures resolution of conflicts in school• Formulates school policies with stakeholders• Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)• Promotes school discipline with stakeholders• Leads the preparation of SIP/AIP and ensures participation of stakeholders
Head Teacher I & Head Teacher III	<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• 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





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> • 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
Education Program Supervisor	<p>MANAGEMENT OF CURRICULUM IMPLEMENTATION</p> <ul style="list-style-type: none"> • Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum. • Develop together with School M&E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations. • Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area. • Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement. • Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement. • Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders. • Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation. <p>CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION</p> <ul style="list-style-type: none"> • Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division. • Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness. • Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action. • Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region. <p>LEARNING DELIVERY</p> <ul style="list-style-type: none"> • Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools. • Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<p>LEARNING RESOURCE</p> <ul style="list-style-type: none">• Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum• Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials. <p>LEARNING OUTCOMES ASSESSMENT</p> <ul style="list-style-type: none">• Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.• Draft policy recommendations related to improving learning outcome based on findings from studies and reports. <p>SPECIAL CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES</p> <ul style="list-style-type: none">• Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.• Drafts policy recommendations on curricular support activities for regional adoption. <p>RESEARCH</p> <ul style="list-style-type: none">• Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation. <p>TECHNICAL ASSISTANCE</p> <ul style="list-style-type: none">• Assesses the situation and analyzes the needs of assigned schools to identify the appropriate and relevant actions and interventions• Coordinate with the PSDS to arrive at a technical assistance plan for each district.• Coach the school (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.• Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools• Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.
Master Teacher I	<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





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none">• 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.• 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
Accountant I	<ul style="list-style-type: none">• Prepares periodic Financial Statements and other related reports in accordance with accounting and auditing rules and regulations.• Checks the accuracy, validity and appropriateness of income and expenditure transactions.• Supervises and monitors the maintenance of journals, general ledgers, subsidiary ledgers and related account schedules.• Monitors the safekeeping of accounting records, documents, correspondences and reports, and ensures maximum security and systematic compilation of various accounting information.





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none"> • Coordinates with Budget Division/Unit in the determination and verification of existence of Accounts Payable/unpaid obligations. • Assists higher level Accountants in the analysis, verification and consolidation of field offices' reports. • Reviews the financial statements and related schedules.
<p>Administrative Officer II</p>	<p>PERSONNEL ADMINISTRATION</p> <ul style="list-style-type: none"> • Recruitment and Selection Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions: <ol style="list-style-type: none"> a. recruitment and selection of applicants in the school assigned b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment c. Prepare ERF of qualified teachers and submit to SDO for processing • Personnel Records <ol style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7) d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel. • Compensation and Benefits <ol style="list-style-type: none"> a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification c. Process retirement/separation benefits of school personnel for endorsement by the school head to the SDO Other HR-related functions d. Update school personnel of the latest HR-related policies





Republic of the Philippines

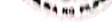
Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

	<ul style="list-style-type: none">e. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the schoolf. Prepare and submit HR-related reports to school head/HRMOg. Coordinate regularly with the HRMO in the implementation of HR policies and guidelinesh. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel• Property Custodianship<ul style="list-style-type: none">a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the school head.b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials.d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.e. Prepare and submit reports on all property accountability of the school.• General Administrative Support<ul style="list-style-type: none">a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.b. Assist the school planning team in the preparation of SIP/AIP.c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.d. Perform other functions as may be assigned by the School Head.• Financial Management<ul style="list-style-type: none">a. Assist the School Head on the preparation of the following documents such as but not limited to:<ul style="list-style-type: none">▪ Cash disbursement register▪ Authority to debit/credit account▪ Liquidation reports including supporting documentsb. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.d. Provide assistance to other financial-related task of the School Head.• Perform other functions as may be assigned by the School Head.
Craft Education Demonstrator I	<ul style="list-style-type: none">• Conducts in-service training programs, workshops, seminars for teacher and other school officials in the country.




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

	<ul style="list-style-type: none"> • 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. • Improves hand tools and small machines for handicrafts and cottage industries. • Prepares and/or revises course guides, teaching aids and devise for use in training programs. • Processes raw materials and supplies for use in home industries classes. • Undertakes technological research on materials, supplies and machines used in handicrafts and cottage industries courses. • 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. • Does related work
<p>Senior Bookkeeper</p>	<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.