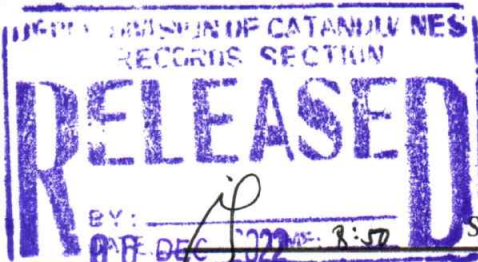




Republic of the Philippines  
**Department of Education**  
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



02 December 2022

**DIVISION MEMORANDUM**

No. 574 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. 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
School Principal III	21	Php62,449.00	Elementary
School Principal II	20	Php55,799.00	Elementary
Head Teacher III (all areas of specialization except Science)	16	Php38,150.00	San Miguel Rural Development 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 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 15, 2022**. Likewise, online submission will be accepted through <https://bit.ly/SDOCTDOLA> **on or before 5:00 pm of December 15, 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





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

---

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

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  
011/December 2, 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)

Position	Salary Grade	Level 1	Education	Experience	Training	Eligibility
School Principal III	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA 1080 (Teacher)
School Principal II	20	2	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	1 year as Principal	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)





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.*





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

Enclosure No. 5.3

**JOB DESCRIPTION OF THE VACANT POSITIONS**

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





Republic of the Philippines

## Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

### Head Teacher III

- 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
- 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

