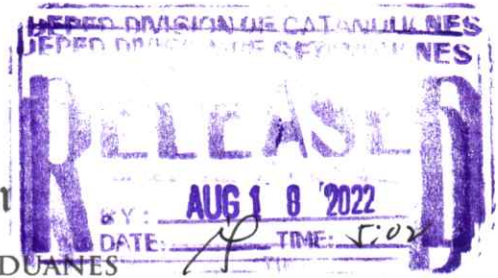




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-UM-08-11-22/MBL

TO : Chiefs, CID & SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary School Heads/TICs
 Human Resource Merit Promotion & Selection Board
 All Other Concerned

FROM : 
SUSAN S. COLLANO
 Schools Division Superintendent

SUBJECT: **ANNOUNCEMENT OF VACANCIES**

DATE : August 11, 2022

This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All interested qualified applicants are advised to submit their pertinent documents for evaluation and ranking in accordance with the criteria as provided in DepEd Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment
Head Teacher III (Araling Panlipunan)	16	P 38, 150.00	Catanduanes National High School
Head Teacher III (Values Education)	16	P 38, 150.00	Catanduanes National High School
Nurse II	16	P 38, 150.00	Palta National High School
Accountant I	12	P 27, 608.00	Pandan School of Arts and Trades

The qualification standards for said position are as follows: (Reference: DepEd Order No. 39, s. 2007; CSC Qualification Standards, Revised 1997).

Position	Salary Grade	Education	Experience	Training	Eligibility
Head Teacher III	16	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Nurse II	16	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)





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Accountant I	12	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (Accountant)
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This 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 or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit document in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5:00 pm of **AUGUST 30, 2022**. No application documents will be accepted after the deadline.

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
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*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be announced in a separate memorandum.

For information and wide dissemination.

