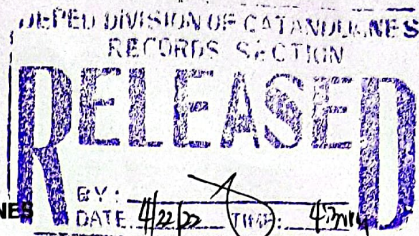




Republic of the Philippines
Department of Education
 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM
 OSDS-UM-04-18-22/MBL

TO : Asst. Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads/OIC's
 Human Resource Merit Promotion & Selection Board
 All Others Concerned

FROM : **SUSAN S. COLLANO**
 Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : April 18, 2022

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

Position Title	Salary Grade	Monthly Salary	Place of Assignment/Office
Administrative Aide I	1	12, 517.00	Division of Catanduanes – Elementary Schools
Security Guard I	3	14, 125.00	Division of Catanduanes – Elementary Schools
Administrative Aide I	1	12, 517.00	Baras RDHS, Bato RDHS, Caramoran SF, CNHS, PSAT, SAVS, Viga RDHS, Caramoran RDHS
Administrative Aide III	3	14, 125.00	San Andres Vocational School
Security Guard I	3	14, 125.00	Bagamanoc RDHS, Baras RDHS, Bato RDHS, Caramoran RDHS, Caramoran SF, CNHS, Gigmoto RDHS, PSAT, San Miguel RDHS, Viga RDHS
Administrative Aide IV	4	14, 993.00	Calatagan High School, CNHS, PSAT





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Criteria	Non-Teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	5
Education	10
Training	10
Potential	15
Psychosocial Attributes & Personality Traits	20

The Qualification Standards for said position are as follows: (Reference: MC No. 10, s. 2005 and CSC Qualification Standards Revised 1997)

Position	Education	Experience	Training	Eligibility
Administrative Aide I	Must be able to read and write	None Required	None Required	None Required
Security Guard I	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. -Cat. II)
Administrative Aide III	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility
Administrative Aide IV	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility

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 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 documents 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 5PM of MAY 04 2022. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5PM of MAY 04 2022

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





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6. Copy of previous appointment and/or Certificate of Employment (for private employees)
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 (1 rating period is equivalent to 1 year)
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.

Please be advised accordingly.



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POSITION TITLE	
SECURITY GUARD I	JOB SUMMARY
	Protects life and property of DepEd official and employees and supervises the guarding activities of contracted security agency.
	DUTIES AND RESPONSIBILITES
	<ul style="list-style-type: none"> ➤ Serves as security personnel ➤ Protects the DepEd officials and employees ➤ Serves as back-up driver and close-in security of DepEd high ranking officials ➤ Supervises the guarding activities of the contracted security agency ➤ Safeguards and protects buildings, properties, equipment, supplies, and cargos ➤ Accosts suspicious persons and reports unusual happenings and incidents ➤ Investigates offenses and violations and prepares reports for submission to immediate officers ➤ Maintains proper decorum and courtesy to all incoming and outgoing employees and guests ➤ Maintains peace and order within the vicinity ➤ Conducts routinary inspection to all posted guards ➤ Issues gate passes ➤ Conducts guard mounting to all incoming guards ➤ Performs routinary inspection ➤ Enforces DepEd security measures ➤ Assists in the conduct of emergency response ➤ Establishes rapport with other agencies and nearby communities ➤ Performs coordination work relative to security measures ➤ Operates and maintains security equipment (CCTV) ➤ Perform other related tasks as may be assigned by the immediate head
ADMINISTRATIVE AIDE I	JOB SUMMARY
	Keep school/office equipment and furniture clean and orderly.
	DUTIES AND RESPONSIBILITES
	<ul style="list-style-type: none"> ➤ Cleans schools/offices and surrounding areas ➤ Collects, dumps or burns garbage; open doors and windows before office hours and closes them after office hours; hauls and transfers office/school furniture's. ➤ Keeps toilet and closet clean and sanitary. ➤ Occasionally do messenger work and minor clerical work and does carpentry work in repairing cabinets, tables for the office/school. ➤ Drains and cleans canals, gutters and similar structures.



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	<ul style="list-style-type: none"> ➤ Take care of plants. ➤ Assists in the preparation of training and/or a conference room. ➤ Assists in sorting, binding and disseminating printed materials. ➤ Repairs damaged office furniture. ➤ Repairs minor defects of vehicle. ➤ Repairs minor electrical and lightning equipment. ➤ Drives vehicle when the service demands. ➤ Perform other related tasks as may be assigned by the immediate head
ADMINISTRATIVE AIDE III	DUTIES AND RESPONSIBILITES
	<ul style="list-style-type: none"> ➤ Receive and prepares official communication ➤ Maintain, prepare and release requested permanent records of students after approval by the Head of Office. ➤ Assist in updating and sorting out 201 file, service records of the school's employees ➤ Perform other related tasks as may be assigned by the immediate head
ADMINISTRATIVE AIDE IV	DUTIES AND RESPONSIBILITES
	<p>Records Management</p> <ul style="list-style-type: none"> ➤ Receive and prepares official communication ➤ Files documents received and released <p>Information Technology</p> <ul style="list-style-type: none"> ➤ Encodes documents/reports needed for submission and communications for release ➤ Perform other related tasks as may be assigned by the immediate head