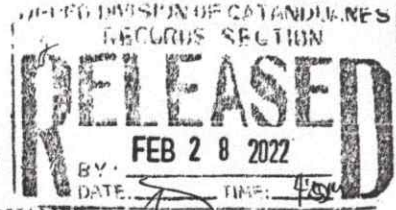




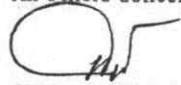
Republic of the Philippines  
**Department of Education**  
 REGION V  
 SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

OSDS-UM-02-28-22/MBL

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

FROM :   
 SUSAN S. COLLANO  
 Schools Division Superintendent

SUBJECT: ANNOUNCEMENT OF VACANCIES

DATE : February 28, 2022

This is to announce the vacancies in the Schools Division Office of Catanduanes for the following positions. All qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 42, s. 2007.

| Position Title  | Salary Grade | Monthly Salary | Place of Assignment/Office            |
|-----------------|--------------|----------------|---------------------------------------|
| Head Teacher I  | 14           | Php 32, 321.00 | Cabugao Integrated School (Secondary) |
| Head Teacher II | 15           | Php 35, 097.00 | Division of Catanduanes - Elementary  |

The qualification standards for said positions are as follows: (Reference: DepEd Order No. 39, s. 2007)

| Position        | Salary Grade | Level | Education  | Experience   | Training                      | Eligibility       |
|-----------------|--------------|-------|--|--|-------------------------------|-------------------|
| Head Teacher I  | 14           | 2     | Bachelor's Degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization | Teacher-In-Charge for 1 year; or Teacher for 3 years                             | 24 hours of relevant training | RA 1080 (Teacher) |
| Head Teacher II | 15           | 2     | Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units   | Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years | 24 hours of relevant training | RA 1080 (Teacher) |

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."





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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 **MARCH 10, 2022**.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
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.

Personnel with previous application for Head Teacher III can update their documents on or before the above-mentioned deadline.

For information and wide dissemination.





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| POSITION TITLE                                  | DUTIES AND RESPONSIBILITIES   |
|---|---|
| <b>HEAD TEACHER I &amp;<br/>HEAD TEACHER II</b> | <ul style="list-style-type: none"><li>➤ Supports School-Based Management (SBM)</li><li>➤ Assists in the development and implementation of School Improvement Plan (SIP) along with the Annual Improvement Plan (AIP)</li><li>➤ Ensures adherence to DepEd Orders and other issuances</li><li>➤ Assists in maintaining the school BEIS</li><li>➤ Assists in reporting learning outcomes to parents and other stakeholders through the School Report Card</li><li>➤ Assists in implementing programs of the school</li><li>➤ Assists in working for possible accreditation</li><li>➤ Monitors the teaching-learning process</li><li>➤ Evaluates learning outcomes</li><li>➤ Recommends changes in policies affecting curriculum and instruction</li><li>➤ Implements innovations and alternative delivery schemes</li><li>➤ Localizes/indigenizes curriculum</li><li>➤ Prepares specific budget and accounts for funds received</li><li>➤ Maximizes the use of textbooks, references and other instructional materials</li><li>➤ Ensures proper use and maintenance of school facilities, equipment, textbooks and supplies/materials</li><li>➤ Coordinates with stakeholders on resource generation and mobilization</li><li>➤ Motivates and supports teachers to attain peak performance through awards, recognition and incentives</li><li>➤ Monitors teachers and master teachers</li><li>➤ Recommends staffing requirements and assists in the selection and hiring of teachers</li><li>➤ Conducts department-based training as a result of training needs analysis</li><li>➤ Evaluate performance of teachers</li><li>➤ Promotes harmonious working relationship among teachers</li><li>➤ Promotes the corporate image of the Department of Education</li><li>➤ Recommends promotion of teaching and non-teaching personnel</li><li>➤ Establishes and ensures support and cooperation of stakeholders</li><li>➤ Provides technical assistance in school-related grievances and assists in enforcing school safety procedures and policies</li><li>➤ Proposes plans and implements SB INSET</li><li>➤ Prepares and submits monthly supervisory/accomplishment report</li></ul> |

