



Republic of the Philippines  
 Department of Education  
 Region V(Bicol)  
**DIVISION OF CATANDUANES**  
 Virac, Catanduanes

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October 30, 2018

**RELEASED**  
 DepEd, Division of Catanduanes  
 RECORDS SECTION  
 Date: OCT 31 2018  
 Time: 11:36 A.M.  
 Initial/Signature: [Signature]

MEMORANDUM TO: Asst. Schools Division Superintendent  
 Chief Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads  
 Division Human Resource Merit Promotion & Selection Board  
 All Other Concerned

This office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 42, s. 2007:

1. Head Teacher V – Viga Rural Development High School
2. Head Teacher I – Milaviga Integrated School

Criteria	Points
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (DepED Order No. 39, s. 2007)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher V	18	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 4 years; or MT for 3 years	24 hours of relevant training	RA1080 (Teacher)
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	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)

Applicants should submit **two (2) folders** with the following documents:

1<sup>st</sup> Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment
3. Certificate of Trainings/Seminars attended
4. Certificate of Eligibility or Board Rating (for RA1080)

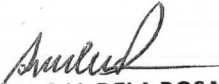
2<sup>nd</sup> Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. Certificate of Eligibility
7. PRC License (for RA1080)
8. Board Rating (for RA1080)
9. Performance Rating for the last 3 rating periods (with numerical rating)
10. Copy of Last Approved Appointment
11. Certificate of relevant trainings/seminars attended
12. Other documents relevant to the position applied for

**Each folder must be sealed in a separate envelope** (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **November 12, 2018**.

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

For wide dissemination, guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent