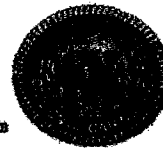




Republic of the Philippines  
Department of Education  
Region V(Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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April 6, 2017

**RELEASED**

MEMORANDUM TO:

Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Secondary School Heads

Division of Catanduanes  
RECORDS SECTION  
APR 07 2017  
2:00 P.M.  
[Signature]

In preparation for the forthcoming 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. School Principal II (Secondary)
2. School Principal I (Elementary)
3. Asst. School Principal II (Senior High 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: (Reference: DepED Order No. 39, s. 2007 and DepED Order No. 19, s. 2016)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
School Principal II	20	2	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	1 year as Principal	40 hours of relevant training	RA1080 (Teacher)
School Principal I	19	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	40 hours or relevant training	P.D. 1080 (Teacher)
Asst. School Principal II	19	2	Bachelor's degree in Education or its equivalent with a major or minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080 (Teacher)

Applicants should have the following documents:


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

Pertinent papers/documents **duly sealed in a long envelope** (with name, school/district, contact number and position applied for) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than May 4, 2017.

Schedule of Evaluation will be on the following dates at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

Position Title	Date
School Principal II	May 9, 2017, 8 AM
School Principal I	May 10, 2017, 8 AM
Asst. School Principal II	May 11, 2017, 8 AM

For dissemination, guidance and compliance.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent