



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES

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DepEd. Division of Catanduanes

RECORDS SECTION

September 20, 2019, Date: **SEP 20 2019**

Time: **5:30 PM**

Signature: *[Handwritten 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 and DepEd Order No. 66, s. 2007:

1. Head Teacher V – Bato Rural Development High School
2. Administrative Aide VI (Utility Foreman) – Catanduanes National High School

Criteria	School Head	Non-Teaching (Level 1)
Performance Rating for the last 3 rating periods	30	35
Experience	10	5
Outstanding Accomplishments	30	5
Education	10	10
Training	10	10
Potential	5	20
Psychosocial Attributes & Personality Traits	5	15

The Qualification Standards are as follows: (DepED Order No. 39, s. 2007 and MC No. 10 s. 2005))

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	Head Teacher for 4 years; or Master Teacher for 3 years	24 hours of relevant training	RA1080 (Teacher)
Administrative Aide VI	6	1	Must be able to read and write/Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	None

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

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

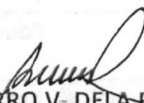
2nd Folder:

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. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. TESDA NC II (for Administrative Aide VI applicants)
11. 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 **September 30, 2019**.

Position Title	Schedule of Evaluation
Administrative Aide VI	October 3 , 2019 @ ASDS Office , 8 AM
Head Teacher V	October 2 , 2019 @ ASDS Office , 8 AM

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent ✓