



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

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January 26, 2017

MEMORANDUM TO:

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

RELEASED
 DepEd, Division of Catanduanes
 RECORDS SECTION
 Date: JAN 27 2017
 Time: 9:20 A.M.
 Initial/Signature: [Signature]

This office hereby announces the vacancies for the following positions:

1. Asst. School Principal I- Baras Rural Development High School
2. Guidance Counselor II- Senior High School

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:

Criteria	Asst. School Principal	Guidance Counselor II
Performance Rating for the last 3 rating periods	30	30
Experience	10	10
Outstanding Accomplishments	30	20
Education	10	15
Training	10	10
Potential	5	5
Psychosocial Attributes & Personality Traits	5	10

The Qualification Standards are as follows: (CSC QS Revised 1997 and CSC Resolution No. 1100651 dated May 26, 2011)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Asst. School Principal I	18	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 ten (10) units in professional education; or Bachelor's degree with 18 professional education units	1 year of relevant experience	4 hours of relevant training	PBET/Teacher/RA1080
Guidance Counselor II	12	2	Bachelor's degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)

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 **February 23, 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
Asst. School Principal I	March <u>7</u> , 2017,
Guidance Counselor II	March <u>2</u> , 2017,

For dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent