



RELEASED

DepEd-Division of Catanduanes

RECORDS SECTION

March 30, 2016

Date

JUN 01 2016

Time

2:15 PM

By

SL

MEMORANDUM TO:

Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 Non-Teaching Personnel

In preparation for the forthcoming vacancies for teaching-related and non-teaching positions for Senior High School (SHS) for SY 2016-2017, all interested qualified applicants are advised to submit their pertinent papers in accordance with the guidelines set forth in DepED Order No. 19, s. 2016, DepED Order Nos. 42 and 66 s. 2007.

Criteria	Asst. Secondary School Principal II	Non-teaching Positions (Level 2)	Non-teaching Positions (Level 1)
Performance Rating for the last 3 rating periods	30 points	30 points	35 points
Experience	10 points	10 points	5 points
Outstanding Accomplishments	30 points	20 points	5 points
Education	10 points	15 points	10 points
Training	10 points	10 points	10 points
Potential	5 points	5 points	15 points
Psychosocial Attributes & Personality Traits	5 points	10 points	20 points

The Qualification Standards as provided in DepED Order No. 19, s. 2016 shall be used as basis for the basic qualifications:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Asst. Secondary School Principal II	19	2	Bachelor's degree in Education or its equivalent with a major and 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	RA1080
<i>Additional Qualification for Asst. Secondary School Principal II: NQESH/Principal's Test Passer</i>						
Administrative Officer II	11	2	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
School Nurse II	15	2	Bachelor of Science in Nursing	1 year relevant experience	4 hours of relevant training	RA 1080
Registrar I	11	2	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility
Project Development Officer I	11	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Assistant II	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

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. Performance Rating for the last 3 rating periods
6. Transcript of Records/Special Order
7. Certificate of Eligibility/Board Rating
8. PRC License
9. Certificates of relevant trainings/seminars attended
10. Copy of Last Approved Appointment
11. Other documents relevant to the position applied for


Pertinent papers/documents duly sealed in a long envelope (with name, address and contact number) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than June 22, 2016.

Evaluation will be held at the Office of the Asst. Schools Division Superintendent.

Position Title	Date of Evaluation
Asst. Secondary School Principal II	June 27, 2016 - 9AM
Administrative Officer II	June 27, 2016 - 9AM
Nurse II	June 28, 2016 - 8AM
Registrar I	June 29, 2016 - 8AM
Project Development Officer I	June 30, 2016 - 8AM
Administrative Assistant II	July 1, 2016 - 8AM

Applicants are advised to bring their original documents on the day of evaluation.

For dissemination, guidance and compliance.


SOCORRO V. DELA, CESO VI
Schools Division Superintendent