



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

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September 11, 2017

MEMORANDUM TO:

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

**RELEASED**

DepEd, Division of Catanduanes  
 RECORDS SECTION  
 SEP 19 2017  
 Time: 1:59 P.M.  
 Initial/Signature: *[Signature]*

This Office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

1. Administrative Aide VI (Catanduanes National High School)
2. Farm Worker I (Pandan School of Arts & Trades)
3. Administrative Aide III (Pandan School of Arts & Trades)

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

The Qualification Standards are as follows: (Reference: CSC MC No. 10 s. 2005).

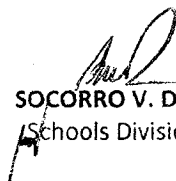
Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Aide VI	6	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility
Farm Worker I	2	1	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat. III)
Administrative Aide III	4	1	Completion of 2 years college studies in college	None required	None required	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) Revised 2017
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 October 10, 2019.

For wide dissemination, guidance and compliance.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent