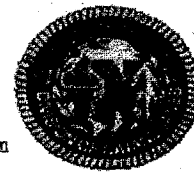




Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES
 Virac, Catanduanes

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RELEASED

June 27, 2016

DepEd Division of Catanduanes
RECORDS SECTION
 Date: JUL 07 2016
 Time: 11:47 AM
 By: [Signature]

MEMORANDUM TO:

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

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. 66, s. 2007:

1. Attorney III
2. Senior Education Program Specialist II
3. Administrative Officer IV
4. Administrative Aide VI

Criteria	Related Teaching Position	Non-teaching Positions (Level 2)	Non-teaching Positions (Level 1)
Performance Rating for the last 3 rating periods	35 points	30 points	35 points
Experience	5 points	10 points	5 points
Outstanding Accomplishments	20 points	20 points	5 points
Education	25 points	15 points	10 points
Training	5 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 are as follows:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Attorney III	21	2	Bachelor of Laws	1 year relevant experience	4 hours of relevant training	RA 1080
Education Program Specialist II (Monitoring & Evaluation)	16	2	Bachelor's degree in Education or its equivalent	2 years' experience in education, research development implementation or other relevant experience	4 hours of relevant training	RA1080 (Teacher), Career Service (Professional), Appropriate Eligibility for Second Level Position
Administrative Officer IV (1-Records) (1-Cash)	15	2	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
* Administrative Aide VI	6	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

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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, 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 July 29, 2016.

Schedule of evaluation will be on the following dates at the Office of the Asst. Schools Division Superintendent. Applicants are advised to bring their original documents on the day of evaluation.

Position	Date
Attorney III	August 2, 2016-8AM
Education Program Specialist II	August 3, 2016-8AM
Administrative Officer IV	August 4, 2016-8AM
Administrative Aide VI	August 9, 2016-8AM

For dissemination, guidance and compliance.


 SOCORRO V. DELA, CESO VI
 Schools Division Superintendent