



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

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 DepEd-Division of Catanduanes  
**RECORDS SECTION**  
 Date **JUN 30 2016**  
 Time **8:50 AM**  
 By **[Signature]**

June 27, 2016

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. School Librarian (Baras Rural Development High School)
2. Guidance Counselor (Baras Rural Development High School)
3. Administrative Aide IV (Baras Rural Development High School)

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

The Qualification Standards are as follows:

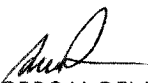
Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Guidance Counselor III	13	2	Bachelor's degree in Psychology/Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance & Counselling	2 years relevant experience	4 hours of relevant training	Career Service (Professional) Appropriate Eligibility for Second Level Position
School Librarian I	11	2	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science	None required	None required	RA 1080
Administrative Aide III	3	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	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)
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 **July 8, 2016**. Evaluation will be on **July 21, 2016, 8AM**.

For dissemination, guidance and compliance.

  
SOCORRO V. DELA, CESO VI  
Schools Division Superintendent