



January 11, 2019

MEMORANDUM TO:

Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Secondary School Heads  
Non-Teaching Personnel  
Members, Human Resource Merit Promotion & Selection Board  
All Other Concerned

**RELEASED**

DepEd, Division of Catanduanes  
RECORDS SECTION

Date JAN 15 2019

Time: \_\_\_\_\_  
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. Attorney III- Schools Division Office
2. Administrative Officer II – Senior High School
3. Registrar- Senior High School
4. Craft Education Demonstrator II- San Andres Vocational School
5. Senior Bookkeeper- Schools Division Office

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & CSC MC No. 10, s. 2005, DepEd Order No. 19, s. 2016)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Attorney III	21	2	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA1080 (BAR)
Administrative Officer II	11	2	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/Second Level Eligibility)
Registrar I	11	2	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/Second Level Eligibility)
Craft Education Demonstrator II	12	2	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/Second Level Eligibility)
Senior Bookkeeper	9	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Professional/First Level Eligibility)

Applicants should submit **two (2) folders** with the following documents:

1<sup>st</sup> Folder:

1. Transcript of Records/Special Order
2. Updated Service Records
3. Certificate of relevant trainings/seminars attended
4. Certificate of Eligibility/Board Rating

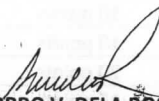
2<sup>nd</sup> Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. PRC License (for RA1080)
7. Board Rating or Certificate of Eligibility
8. Performance Rating for the last 3 rating periods
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

**Each folder must be sealed in a separate envelope** (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **January 24, 2019**.

Applicants are advised to bring their original documents on the day of evaluation for verification purposes. Schedule of Evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

  
**SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent