



**DIVISION OF CATANDUANES**

Virac, Catanduanes

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November 22, 2019

MEMORANDUM TO:

Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Secondary School Heads/TIC's  
Human Resource Merit Promotion & Selection Board  
All Other Concerned

**RELEASED**  
DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: NOV 25 2019  
Time: 8:26 am  
Initial/Signature: [Signature]

In preparation for the forthcoming 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 and DepEd Order No. 42, s. 2007:

1. Chief Education Supervisor (for Curriculum Implementation Division)
2. Education Program Specialist II (for Human Resource Development)
3. School Principal I (Elementary)
4. Administrative Officer IV- Caramoran Rural Development High School

Criteria	Points		
	Related Teaching Position	School Head Position	Non-Teaching Position (Level 2)
Performance Rating for the last 3 rating periods	35	30	30
Experience	5	10	10
Outstanding Accomplishments	20	30	20
Education	25	10	15
Training	5	10	10
Potential	5	5	10
Psychosocial Attributes & Personality Traits	5	5	5

The Qualification Standards are as follows: (Reference: DECS QS Manual for Unique Positions-Revises 1995, DepEd Order No. 39, s. 2007 and CSC MC No. 10 s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Chief Education Supervisor	24	2	Master's degree in Education or other relevant Master's degree	4 years relevant experience involving management and supervision	24 hours of training in management and supervision	RA1080 (Teacher)
Education Program Specialist II	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
School Principal I	19	2	Bachelor's degree in elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	40 hours of relevant training	RA1080 (Teacher)
Administrative Officer IV	15	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

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

1<sup>st</sup> Folder:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment
5. Latest Appointment
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

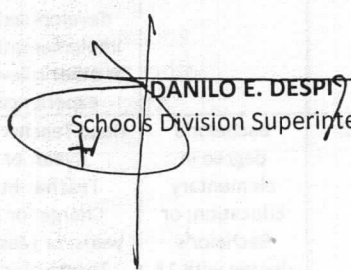
2<sup>nd</sup> Folder:

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. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the Immediate Head
8. Performance Rating for the last 3 years
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

**First folder** must be sealed in an envelope (with name, contact number, school/district and position applied for) and should be stamped "Received" at the Records Section and submit to the Office of the Asst. Schools Division Superintendent not later than **December 16, 2019**. Applicants are advised to bring their **2<sup>nd</sup> folder** together with the **original copies of documents on the day of evaluation**.

Schedule of evaluation will be announced in a separate memorandum.

For wide dissemination, guidance and compliance.

  
DANILO E. DESPI  
Schools Division Superintendent