



Republic of the Philippines  
**Department of Education**  
 Region V - Bicol  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

February 13, 2020

**RELEASED**  
 DepED, Division of Catanduanes  
**RECORDS SECTION**  
 FEB 13 2020  
 Date: \_\_\_\_\_  
 Time: 13:48  
 Initial/Signature: \_\_\_\_\_

MEMORANDUM TO:  
 OSDS-UM-02-13-20/mbi

Secondary School Heads  
 Senior High School Teachers  
 Division Human Resource Merit Promotion & Selection Board  
 All Other Concerned

This office hereby announces the vacancy for Teacher III position for Senior High School (Academic Track). All interested **qualified senior high school teachers on permanent status** are advised to submit their pertinent papers in accordance with the criteria as provided in DepED Order No. 66, s. 2007. Senior High School teachers who have been in the service for a minimum of one (1) school year equivalent to one (1) IPCRF are also encouraged to apply to said position.

Criteria	Points
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	20
Education	25
Training	5
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (DepED Order No. 27, s. 2016; CSC Resolution Nos. 1600358)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Teacher III (Academic Track)	13	2	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	1 year relevant teaching/industry work experience	4 hours of training relevant to the subject area of specialization	*Applicants for a permanent appointment: RA1080 (Teacher); if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring  *Applicants for a contractual position: None required  *Practitioners (part time only): None required

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

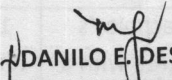
**2<sup>nd</sup> Folder:**

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents (notarized)
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 **February 20, 2020**. 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