



November 8, 2019

**RELEASED**

DepEd, Division of Catanduanes

RECORDS SECTION  
 NOV 08 2019

Date: \_\_\_\_\_

Time: 2:35 PM

Initial/Signature: \_\_\_\_\_

MEMORANDUM TO:

- Chief Education Program Supervisors
- Public Schools District Supervisors
- Elementary & Secondary School Heads
- Division Human Resource Merit Promotion & Selection Board
- All Other Concerned

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. Accountant I – Caramoran Rural Development High School
2. Administrative Aide VI (Disbursing Officer) – Caramoran School of Fisheries

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

The Qualification Standards are as follows: (CSC Qualification Standards Revised 1997 and CSC MC No. 10 s. 2005)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Accountant I	12	2	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA1080
Administrative Aide VI	6	1	Completion of two-year studies in college or High School Graduate	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional /First 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."

*Page 11/19*

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/Certificate of Employment
5. Latest Appointment (for applicants on permanent status)
6. Certificate of relevant trainings/seminars attended
7. Certificate of Eligibility/Board Rating

2<sup>nd</sup> Folder:

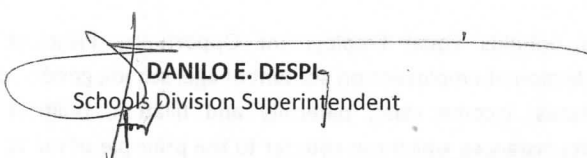
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Certification of Performance Rating for the last 3 years signed by the School Head (for applicants from DepEd only)
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 be submitted at the Office of the Asst. Schools Division Superintendent not later than **November 18, 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 are as follows:

Position Title	Date	Venue
Accountant I	November 21, 2019, 8AM	ASDS Office
Administrative Aide VI	November 22, 2019, 8AM	ASDS Office

For wide dissemination and guidance.

  
DANILO E. DESPI  
Schools Division Superintendent