



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

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**RELEASED**

October 9, 2019

DepEd Division of Catanduanes  
**RECORDS SECTION**  
Date: OCT 10 2019  
Time: 8:47 AM  
Initial/Signature: [Signature]

MEMORANDUM TO:

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

This is to announce the vacancy for Attorney III position. 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:

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standards Revised 1997).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Attorney III	21	2	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA1080

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

1<sup>st</sup> Folder:

1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. 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. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. 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 **October 17, 2019**.

Evaluation will be on **October 21, 2019, 8AM** at the Office of the Asst. Schools Division Superintendent. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

  
DANILO E. DESPI  
Schools Division Superintendent