



DIVISION OF CATANDUANES

Virac, Catanduanes

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May 31, 2019

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads/OIC's
- All Other Concerned

RELEASED

DepEd Division Office - Catanduanes

RECORDS SECTION

Date: JUN 03 2019

Time: 2:10 P.M.

Off. in Charge: [Signature]

In connection with the forthcoming vacancy for Head Teacher III position at Panganiban National High School. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 42, s. 2007:

Criteria	Points
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	30
Education	10
Training	10
Potential	5
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (Reference: DepED Order No. 39, s. 2007).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Head Teacher III (Secondary)	16	2	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)

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

1st Folder:

1. Transcript of Records/Special Order
2. Updated Service Records
3. Certificate of relevant trainings/seminars attended
4. Latest Appointment
5. Certificate of Eligibility or Board Rating or PRC License

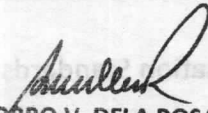
2nd Folder:

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 or NC II
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 **June 10, 2019**.

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

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

Eligibility	Training	Experience	Education	Age	Sex	Position
RA 1080 (Teacher)	24 hours of relevant training	1 year	Secondary Education or Bachelor's Degree with Professional Education Unit	21	Female	Head Teacher II (Secondary)