



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

Email Add: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph) / [catanduanesdiv16@gmail.com](mailto:catanduanesdiv16@gmail.com)  
Website: [www.depedrocatanduanes.com](http://www.depedrocatanduanes.com) Tel No.: (052) 811-40-63



April 27, 2017

**RELEASED**

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Non-Teaching Personnel
- All Other Concerned

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date: MAY 02 2017  
Time: 9:15 AM  
Initials/Signature: [Signature]

This Office hereby announces the 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. 42, s. 2007 and DepEd Order No. 66, s. 2007:

1. School Principal III
2. Head Teacher III (Bagamanoc Rural Development High School & San Miguel Rural Development High School)
3. Attorney III
4. Accountant I (Caramoran Rural Development High School)

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

The Qualification Standards are as follows: (Reference: DepED Order No. 39, s. 2007 and CSC Qualification Standard Revised 1997).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
School Principal III	21	2	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	2 years as Principal	40 hours of relevant training	RA1080 (Teacher)
Head Teacher III	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)
Attorney III	21	2	Bachelor of Laws	1 year relevant experience	4 hours of relevant training	RA 1080
Accountant I	12	2	Bachelor's degree in commerce/Business Administration major in Accounting	None required	None required	RA 1080

Applicants should have the following documents:


1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet)
4. Updated Service Records
5. PRC License
6. Board Rating
7. Performance Rating for the last 3 rating periods
8. Copy of Last Approved Appointment
9. Transcript of Records/Special Order
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Pertinent papers/documents **duly sealed in a long envelope** (with name, school/district, contact number and position applied for) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **May 29, 2017**.

Schedule of Evaluation will be on the following dates at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

Position Title	Date
School Principal III	June 1, 2017, 8AM
Attorney III	June 7, 2017, 8AM
Accountant I	June 8, 2017, 8AM
Head Teacher III	June 15, 2017, 8AM

For dissemination, guidance and compliance.

  
SOCORRO V. DELA ROSA, CESO VI  
Schools Division Superintendent