



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

Email Add: catanduanes@deped.gov.ph catanduanesdly15@gmail.com
 Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-83



November 8, 2019

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION

Date NOV 08 2019

Time: 2:35 PM

Initial/Signature: _____

MEMORANDUM TO:

- 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 II 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 the 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)

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Teacher II (Academic Track)	12	2	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	*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."

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

1st Folder:

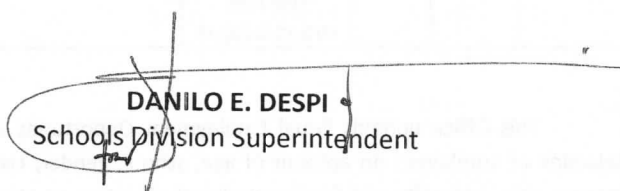
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. Transcript of Records/Special Order
4. Updated Service Records
5. Latest Appointment
6. Certificate of Eligibility/Board Rating

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
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**. Evaluation will be on November 26, 2019, 8AM at the Office of the ASDS. **Applicants are advised to bring their 2nd folder together with the original copies of documents on the day of evaluation.**

For wide dissemination and guidance.


DANILO E. DESPI
Schools Division Superintendent