



January 8, 2015

MEMORANDUM TO:

Education Program Supervisors/Division Coordinators
 Public Schools District Supervisors
 Elementary & Secondary School Principals
 Teaching & Non-Teaching Personnel
 All Other Concerned

RELEASED
 DepEd - Division of Catanduanes
RECORDS SECTION
 Date: JAN 08 2015
 Time: 10:20 AM
 By: [Signature]

In consonance with DepEd Order No. 50, s: 2014 re: "Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Rationalization Program Under Executive Order 366 s. 2004," and in preparation for the anticipated release of the Notice of Staffing and Compensation Action (NOSCA), this Office will be conducting a screening and assessment of qualified applicants for the different vacant positions under the rationalized staffing structure.

The following positions are now open to all interested qualified applicants:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer V 1-Administrative 1-Finance	18	2	Bachelor's degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service (Professional), Second Level Eligibility
Administrative Officer IV 1-Personnel 1-Supply	15	2	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility
Administrative Assistant III	9	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional), First Level Eligibility
Administrative Assistant II (Bookkeeper)	8	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional), First Level Eligibility
Administrative Assistant I	7	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional), First Level Eligibility
Administrative Aide VI	6	1	Completion of two-year studies in college or high school graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional), First Level Eligibility
Engineer III	19	2	Bachelors degree in Engineering reivant to the job	2 years relevant experience	8 hours relevant training	RA1080
Health Education and Promotion Officer III	18	2	Completion of academic requirements for a Master's degree with health or other related courses as area of specialization	2 years relevant experience in health education/promotion activities or other related work	8 hours relevant training	Relevant RA 1080, Career Service (Professional), Appropriate Eligibility for Second Level Position

Accountant III	19	2	Bachelors degree in Commerce/Business Administration major in Accounting	2 years relevant experience	8 hours relevant training	RA 1080
Information Technology Officer I	19	2	Bachelors degree relevant to the job	2 years relevant experience	8 hours relevant training	Career Service (Professional), Second Level Eligibility
Attorney III	21	2	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA1080

Applicants are advised to submit the following documents in accordance with the criteria as provided in DepED Order No. 66, s. 2007:

1. Application Letter stating the position applied for
2. CSC Form 212 Revised 2005 (Personal Data Sheet) handwritten and completely filled out with the latest passport size ID picture
3. Updated Service Records
4. Transcript of Records/Special Order
5. Performance Rating for the last 3 rating periods
6. Eligibility Rating
7. Certificates of relevant Trainings/Seminars/Scholarships, etc.
8. Copy of Last Approved Appointment
9. Other documents relevant to the position applied for

Pertinent papers/documents must be stamped "Received" at the records section and be submitted at the Office of the Schools Division Superintendent not later than **January 20, 2015**. Documents submitted beyond the due date shall not be considered.

For wide dissemination, guidance and compliance.


JOSE L. DONCILLO, CESO VI
 Schools Division Superintendent