



January 6, 2015

**RELEASED**  
 DepEd-Division of Catanduanes  
**RECORDS SECTION**  
 Date JAN 06 2015  
 Time 4:10 PM  
 By [Signature]

MEMORANDUM TO:

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

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. 2014," and in preparation for the anticipated release of the Notice of Staffing and Compensation Action (NOSCA), this Office will be conducting an assessment of pertinent documents 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
<b>Senior Education Program Specialist</b>  1-School Management M&E 1-Social Mobilization & Networking 1-Human Resource Development 1-Planning & Research	19	2	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	RA 1080 (Teacher), Career Service (Professional), Appropriate Eligibility for Second Level Position
<b>Planning Officer III</b>	18	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional), Second Level Eligibility
<b>Education Program Specialist II</b>  1-Depicted for ALS 1-School Management M&E 1-Social Mobilization & Networking 1-Human Resource Development	16	2	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher), Career Service (Professional), Appropriate Eligibility for Second Level Position
<b>Project Development Officer II</b>  1-Learning Resources (should have desktop publishing skills) 1-Social Mobilization & Networking	15	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility
<b>Librarian II</b>	15	2	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080 (Librarian)


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 12, 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