



August 5, 2014

OFFICE OF THE SUPERINTENDENT  
 Division of Catanduanes  
 Virac  
 AUG 05 2014  
 11:35 AM

To : Education Program Supervisors/Division Coordinators  
 Public Schools District Supervisors  
 Elementary & Secondary School Heads

In preparation for the forthcoming vacancies in this division, all interested qualified candidates to the following positions are advised to submit required documents to the Office of the Schools Division Superintendent not later than August 15, 2014, for evaluation. Documents submitted after this date will no longer be entertained.

The qualification standards for said positions are as follows: (Reference: DepEd Order No. 39, s. 2007).

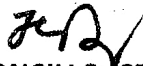
Position	Education	Experience	Training	Eligibility
Head Teacher V (Secondary) SG-18	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 4 years or Master Teacher for 3 years	24 hours of relevant experience	RA 1080 (Teacher)
Head Teacher III (Secondary) SG-16	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)
Head Teacher III (Elementary) SG-16	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 2 years or TIC for 2 years or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher II (Elementary) SG-15	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	Head Teacher for 1 year or TIC for 1 year or Teacher for 4 years	24 hours of relevant training	RA 1080 (Teacher)
Head Teacher I (Elementary) SG-15	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	TIC for 1 year or Teacher for 3 years	24 hours of relevant training	RA 1080 (Teacher)

Applicants should have the following documents:

- a. CSC Form 212 (personal Date Sheet)
- b. Updated Service Record
- c. Performance Rating for the last 3 years
- d. Transcript of Records/Special Order
- e. Certificates of Relevant Trainings/Seminars attended
- f. Other documents relevant to the position applied for

All candidates who were included in the previous ranking and were not appointed up to this date are advised to submit/update their documents.

For information, wide dissemination, guidance and compliance.

  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent