



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

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RELEASED

June 16, 2017 DepEd, Division of Catanduanes

RECORDS SECTION
Date JUN 19 2017
Time: 9:01 AM
Initial/Signature: [Signature]

MEMORANDUM TO:

- Chief Education Supervisors
- Education Program Supervisors
- Public Schools District Supervisors
- Elementary and Secondary School Heads
- Non-Teaching Personnel

This office hereby announces the vacancy for Administrative Assistant II in the Schools Division Office, all interested qualified applicants are advised to submit their pertinent documents in accordance with the guidelines set forth in DepED Order No. 66 s. 2007.

Criteria	Non-teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35 points
Experience	5 points
Outstanding Accomplishments	5 points
Education	10 points
Training	10 points
Potential	20 points
Psychosocial Attributes & Personality Traits	15 points

The Qualification Standards for said position are as follows: (Reference: CSC MC No. 10, series of 2005)


Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Assistant II (Bookkeeper)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

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** must be stamped "Received" at the Records Section (with name, school/district, contact number and position applied for) and be submitted at the Office of the Asst. Schools Division Superintendent not later than JULY 17, 2017. Evaluation will be on JULY 19, 2017 8:00 AM at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

For dissemination, guidance and compliance.


SOGORRO V. DELA, CESO VI
Schools Division Superintendent