



Republic of the Philippines  
Department of Education  
Region VIII (Eastern Visayas)  
**Baybay City Division**  
Baybay City, Leyte



**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of DepEd Baybay City Division in the CSC website:

  
**RAUL D. AGBAN, Ed. D**  
OIC - Schools Division Superintendent

Date: \_\_\_\_\_ December 15, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I (Accounting Machine Operator II)	ADAS1-540048-2014	7	16,458.00	Completion of two years studies in College	None required	None required	Career Service (Sub- processional)/First Level Eligibility		Office of the Schools Division Superintendet - Baybay City Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 25, 2020, not later than 5:00PM.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**RAUL D. AGBAN, Ed.D**  
OIC - Schools Division Superintendent  
Diversion Road, Brgy. Gaas, Baybay City, Leyte

Email address: [baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)  
FB Page: Baybay City Division HR Squad

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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1	Administrative Aide VI (Clerk III)	ADA6-540078-2014	6	15,524.00	Completion of two years studies in College	None required	None required	Career Service (Sub- processional)/First Level Eligibility		Office of the Schools Division Superintendet - Baybay City Division
2	Administrative Aide VI (Clerk III)	ADA6-540079-2014								
3	Administrative Aide VI (Clerk III)	ADA6-540081-2014								Curriculum Implementation Division - Baybay City Division

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	TEACHER II	TCH2-540008-2020	12	24,495.00	Bachelor's degree holder; or a graduate of technical-vocational course(s) in the area of specialization.	At least NC* II + TMC***I *appropriate to the specialization.	6 months of relevant teaching or 6 months of industry work experience	<ul style="list-style-type: none"> <li>▪ Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>▪ Applicants for contractual position: None required</li> <li>▪ Practitioners (part time only); None required</li> </ul>		Baybay City Senior High School

\*NC - National Certificate

\*\*\*TMC - Trainer's Methodology Certificate

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