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must be in MS Excel format

Republic of the Philippines
DepEd, Schools Division of CALBAYOG CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DepEd, Schools Division of Calbayog City in the CSC website:

GRACE S. PAGUNSAN
HRMO
Date: 1/18/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Attorney III	OSEC-DECSB-ATY3-540007-2014	21	60,901.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA-1080	Semi-Management Professionals	Schools Division of Calbayog City
2	Teacher III	OSEC-DECSB-TCH3-540793-2017	13	28,276.00	Bachelors Degree in Secondary Education (BSE) or Bachelors Degree plus 18 prof. units in Education	none required	At least 2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-Management Professionals and Ethics	Schools Division of Calbayog City - Secondary
3	Teacher I	OSEC-DECSB-TCH1-542426-2018	11	23,877.00	Bachelors Degree in Sec. Education (BSED) or Bachelors Degree plus 18 prof. unit in education with appropriate major	none required	none required	PBET/ TEACHER/ RA-1080	Self-management Professionals and Ethics	Schools Division of Calbayog City - Secondary

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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 January 28, 2022.
All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

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;
 2. Performance rating for the last three years (if applicable);
 3. Omnibus Certification of Authenticity;
 4. Photocopy of certificate of eligibility/rating/license & trainings attended; Certificates of Awards/Recognition received;
 5. Certificate of Employment with period and Actual Duties & Function; and
 6. Photocopy of Transcript of Records and other applicable documents for ranking.
 7. Other requirements specified in DepEd Order No. 7, s. 2015 & DepEd Order No. 3, s. 2016
- QUALIFIED APPLICANTS are advised to hand in their application (hard copies) through the records section to:

THELMA CABADSAN-QUITALIG PHD, CESO V

Schools Division Superintendent

c/o GRACE S. PAGUNSAN

Administrative Officer IV

Brgy. Hamorawon, Calbayog City

depedcalbayogdivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.