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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. PARUNSAN

HRMO

Date: 7/12/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal I	OSEC-DECSB-SP1-541088-2010	19	49,835.00	Bachelor's degree in Secondary Education, or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 yr, or Teacher In-Charge (TIC) for 2 yrs, or Master Teacher (MT) for 2 yrs, or Teacher for 5 years	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation.	Schools Division of Calbayog City - Secondary
2	Master Teacher I	OSEC-DECSB-MTCHR1-541896-1998	18	45,203.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's Degree in Education or its equivalent	None Required	Three (3) years relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus, Teamwork.	Schools Division of Calbayog City - Elementary
3	Teacher III	OSEC-DECSB-TCH3 546107-1998	13	29,798.00	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, Professionalism and Ethics, Result Focus, Teamwork.	Schools Division of Calbayog City - Secondary
	x-x-x									

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 July 22, 2022.

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

8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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.