

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: 6-Oct-22

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Head Teacher I	OSEC-DECSB- HTEACH1-540011- 2016	14	32,321.00	Bachelor's degree in Secondary Education, or Bachelor's degree with 18 professional education units with appropriate field of specialization	Twenty-four (24) hours of relevant training	Teacher In-Charge for one (1) year, or teacher for three (3) years	PBET/ TEACHER/ RA--1080	Self-management, Professionalism and Ethics; Result Focus; Teamwork; Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Secondary

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 October 16, 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](http://www.csc.gov.ph);
  2. Performance rating **In the last rating period** (if applicable);
  3. Omnibus Certification of Authenticity;
  4. Photocopy of trainings attended; Certificates of Awards/Recognition received;
  5. Certificate of Employment with period and Actual Duties & Function and other applicable documents for ranking;
  6. Photocopy of certificate of eligibility/rating/license; and
  7. Photocopy of Transcript of Records;
  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:

**GRACE S. PAGUNSAN**  
AOIV - HRMO Designate  
DepEd, Calbayog City  
[depedcalbayogdivision@yahoo.com](mailto:depedcalbayogdivision@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.