

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: 12/13/2021

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 II	OSEC-DECSB-SP2-540026-2010	20	54,251.00	Bachelors Degree in Elem. Education or its equivalent or Bachelors Degree plus 18 prof. units in Education plus 6 units of Management	40 hours of relevant training	1 year as Principal	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
2	Assistant School Principal II	OSEC-DECSB-ASP2-540033-2016	19	48,313.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Senior High School
3	Assistant School Principal II	OSEC-DECSB-ASP2-540034-2016	19	48,313.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Senior High School
4	Assistant School Principal II	OSEC-DECSB-ASP2-540035-2016	19	48,313.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 18 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Senior High School
5	Master Teacher II	OSEC-DECSB-MTCHR2-540023-2000	19	48,313.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education, and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
6	Master Teacher II	OSEC-DECSB-MTCHR2-540057-2020	19	48,313.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
7	Master Teacher I	OSEC-DECSB-MTCHR1-541911-1998	18	43,681.00	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	Schools Division of Calbayog City - Elementary

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)	
8	Master Teacher I	OSEC-DECSB-MTCHR1-540218-2015	18	43,681.00	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	Schools Division of Calbayog City - Elementary
9	Master Teacher I	OSEC-DECSB-MTCHR1-540180-2016	18	43,681.00	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	Schools Division of Calbayog City - Elementary
10	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540288-2014	15	33,575.00	Bachelor's Degree relevant to the job	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Professional/2nd level eligibility	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
11	Head Teacher I	OSEC-DECSB-HTEACH1-540011-2016	14	30,799.00	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	Schools Division of Calbayog City - Secondary
12	Teacher III	OSEC-DECSB-TCH3 545422-1998	13	28,276.00	Bachelors Degree in Elem. Education (BEED) 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	Schools Division of Calbayog City - Elementary
13	Teacher III	OSEC-DECSB-TCH3 546352-1998	13	28,276.00	Bachelors Degree in Elem. Education (BEED) 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	Schools Division of Calbayog City - Elementary
14	Teacher III	OSEC-DECSB-TCH3 541021-2019	13	28,276.00	Bachelors Degree in Elem. Education (BEED) 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	Schools Division of Calbayog City - Elementary
15	Teacher III	OSEC-DECSB-TCH3 541297-2015	13	28,276.00	Bachelors Degree in Elem. Education (BEED) 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	Schools Division of Calbayog City - Elementary
16	Teacher III	OSEC-DECSB-TCH3 540790-2017	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, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Secondary
17	Teacher III	OSEC-DECSB-TCH3 546105-1998	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, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Secondary
18	Teacher III	OSEC-DECSB-TCH3 546105-1998	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, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Secondary
19	Teacher II	OSEC-DECSB-TCH2 540010-2009	12	26,052.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
20	Teacher II	OSEC-DECSB-TCH2 544586-1998	12	26,052.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary
21	Teacher II	OSEC-DECSB-TCH2 544607-1998	12	26,052.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus	Schools Division of Calbayog City - Elementary

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)	
22	Teacher II	OSEC-DECSB-TCH2-542212-2017	12	26,052.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics	Schools Division of Calbayog City - Elementary
23	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, Professionalism and Ethics	Schools Division of Calbayog City - Secondary
24	Teacher I	OSEC-DECSB-TCH1-557280-1998	11	23,877.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	none required	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics	Schools Division of Calbayog City - Elementary
25	Senior Bookkeeper	OSEC-DECSB-SRBK-540006-2011	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Secondary
26	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540128-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
27	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540138-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
28	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540129-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
29	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540130-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
30	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540133-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
31	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540032-2018	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
32	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540029-2018	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
33	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540137-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary
34	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540132-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics; Result Focus; Teamwork	Schools Division of Calbayog City - Elementary

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Expenence	Eligibility	Competency (if applicable)	
35	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540126-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Elementary
36	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540135-2017	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Elementary
37	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540031-2018	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Elementary
38	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540026-2018	9	19,593.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Elementary
39	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540150-2016	8	18,251.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Teamwork	Schools Division of Calbayog City - Elementary
40	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6540061-2004	6	16,200.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Teamwork	Schools Division of Calbayog City - Elementary
41	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6540061-2014	6	16,200.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Teamwork	Schools Division of Calbayog City - Elementary
	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 December 23, 2021.

**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](http://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](mailto:depedcalbayogdivision@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.