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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: 9/13/2021

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	Education Program Supervisor	OSEC-DECSB-EPSVR-540040-2010	22	68,415.00	Masters Degree in Education or other relevant Masters degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	PBET/ TEACHER/ RA-1090	Self-management Interpersonal Efficiency Building Trust Communication Skills	Schools Division of Calbayog City - Elementary
2	School Principal III	OSEC-DECSB-SP3-540060-2018	21	60,901.00	Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	2 years as Principal	PBET/ TEACHER/ RA-1090	Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/Ethics Vision/ Strategy Results Focus	Schools Division of Calbayog City - Elementary
3	Senior Education Program Specialist	OSEC-DECSB-SREPS-540032-2014	19	48,313.00	Bachelor's Degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET/LET/TEACHER/CS-Professional/ Appropriate Eligibility for Second Level Position	Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
4	Master Teacher II	OSEC-DECSB-MTCHR2-540002-2000	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-1090		Schools Division of Calbayog City - Elementary
5	Master Teacher I	OSEC-DECSB-MTCHR1-540031-2018	18	43,681.00	Bachelor of Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	None Required	Three (3) years relevant experience	PBET/ TEACHER/ RA-1090		Schools Division of Calbayog City - HS

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					Education	Training	Experience	Eligibility			
6	Teacher III	OSEC-DECSB-TCH3 540857-2011	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		Schools Division of Calbayog City - Secondary	
7	Teacher III	OSEC-DECSB-TCH3 540795-2017	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		Schools Division of Calbayog City - Secondary	
8	Teacher III	OSEC-DECSB-TCH3 541204-2016	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		Schools Division of Calbayog City - Secondary	
9	Teacher III	OSEC-DECSB-TCH3 540771-2017	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		Schools Division of Calbayog City - Secondary	
10	Teacher III	OSEC-DECSB-TCH3 540166-2006	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; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary	
11	Teacher III	OSEC-DECSB-TCH3 540053-2006	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	Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Elementary	
12	Teacher III	OSEC-DECSB-TCH3 541208-2016	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		Schools Division of Calbayog City - Elementary	
13	Teacher III	OSEC-DECSB-TCH3 540008-2004	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		Schools Division of Calbayog City - Elementary	
14	Teacher III	OSEC-DECSB-TCH3 541313-2015	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		Schools Division of Calbayog City - Elementary	
15	Teacher III	OSEC-DECSB-TCH3 541154-2016	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		Schools Division of Calbayog City - Elementary	
16	Teacher III	OSEC-DECSB-TCH3 541320-2015	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		Schools Division of Calbayog City - Elementary	
17	Teacher III	OSEC-DECSB-TCH3 541770-2018	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		Schools Division of Calbayog City - Elementary	
18	Teacher III	OSEC-DECSB-TCH3 541337-2015	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		Schools Division of Calbayog City - Elementary	

No.	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
19	Teacher III	OSEC-DECSB-TCH3 540199-2014	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-1090		Schools Division of Calbayog City - Elementary	
20	Teacher III	OSEC-DECSB-TCH3 541338-2015	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-1090		Schools Division of Calbayog City - Elementary	
21	Teacher III	OSEC-DECSB-TCH3 540710-2017	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-1090	Self- management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/CT Skills	Schools Division of Calbayog City - Elementary	
22	Teacher III	OSEC-DECSB-TCH3 541159-2016	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-1090		Schools Division of Calbayog City - Elementary	
23	Teacher III	OSEC-DECSB-TCH3 541342-2015	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-1090		Schools Division of Calbayog City - Elementary	
24	Teacher III	OSEC-DECSB-TCH3 540535-2012	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-1090		Schools Division of Calbayog City - Elementary	
25	Teacher III	OSEC-DECSB-TCH3 545414-1998	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-1090		Schools Division of Calbayog City - Elementary	
26	Teacher III	OSEC-DECSB-TCH3 540522-2012	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-1090		Schools Division of Calbayog City - Elementary	

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
27	Teacher II	OSEC-DECSB- TCH2-540107-2017	12	26,052.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subjectBachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 4 hours of training relevant to the courses in the Track</p> <p>TECHNICAL-VOCA TIONAL LEVELHOOD (TVL) TRACK At least NC II + TMC</p> <p>*Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 1 year relevant teaching/industry work experience</p> <p>TECHNICAL-VO CATIONAL LEVELHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>ARTS & DESIGN TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>TECHNICAL-VO CATIONAL LEVELHOOD (TVL) TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High School	
28	Teacher II	OSEC-DECSB-TCH2 540073-2017	12	26,052.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subjectBachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 4 hours of training relevant to the courses in the Track</p> <p>TECHNICAL-VOCA TIONAL LEVELHOOD (TVL) TRACK At least NC II + TMC</p> <p>*Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 1 year relevant teaching/industry work experience</p> <p>TECHNICAL-VO CATIONAL LEVELHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>ARTS & DESIGN TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>TECHNICAL-VO CATIONAL LEVELHOOD (TVL) TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High School	

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					Education	Training	Experience	Eligibility				
29	Teacher II	OSEC-DECSB-TCH2 541234-2016	12	26,052.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject/Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Bachelor's degree holder, or graduate of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 4 hours of training relevant to the courses in the Track</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK At least NC II + TMC</p> <p>— *Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 1 year relevant teaching/industry work experience</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>ARTS & DESIGN TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Regular applicants for a permanent position: None required</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Oral Communication</p> <p>• Written Communication • Computer/ICT Skills</p>		Schools Division of Calbayog City - Senior High School	
30	Teacher II	OSEC-DECSB-TCH2-540057-2017	12	26,052.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject/Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in the relevant subject</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Bachelor's degree holder, or graduate of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 4 hours of training relevant to the courses in the Track</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK At least NC II + TMC</p> <p>— *Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK 1 year relevant teaching/industry work experience</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>ARTS & DESIGN TRACK Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <p>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK Regular applicants for a permanent position: None required</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Oral Communication</p> <p>• Written Communication • Computer/ICT Skills</p>		Schools Division of Calbayog City - Senior High School	

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
31	Teacher I	OSEC-DECSB-TCH1-541456-2016	11	23,877.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject, or any Bachelor's degree with at least 15 units of specialization in relevant strand/ subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree majoring in field(s) under the track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK Bachelor's degree holder, or completion of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK At least NC II</p> <p>*Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK None</p>	<ul style="list-style-type: none"> • Practitioners (parttime only); None required • ARTS & DESIGN TRACK Regular applicants for a permanent position: RA-1080 (Teacher), if not, they must pass the LET within five (5) years of hiring • Regular applicants for a contractual position: None required • Practitioners (parttime only); None required 	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication</p> <p>Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High
32	Teacher I	OSEC-DECSB-TCH1-541454-2016	11	23,877.00	<p>ACADEMIC TRACK AND CORE SUBJECTS Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/ subject</p> <p>ARTS & DESIGN TRACK Bachelor's degree holder, or completion of technical-vocational course(s) in the area of specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK At least NC II</p> <p>*Appropriate to the specialization</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK None</p>	<p>ACADEMIC TRACK AND CORE SUBJECTS None required</p> <p>ARTS & DESIGN TRACK None required</p> <p>TECHNICAL-VOCATIONAL LEVELHOOD (TVL) TRACK None</p>	<ul style="list-style-type: none"> • Practitioners (parttime only); None required • ARTS & DESIGN TRACK Regular applicants for a permanent position: RA-1080 (Teacher), if not, they must pass the LET within five (5) years of hiring • Regular applicants for a contractual position: None required • Practitioners (parttime only); None required 	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication</p> <p>Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High
33	Teacher I	OSEC-DECSB-TCH1-542474-2018	11	23,877.00	<p>Bachelors Degree in Sec. Education (BSED) or Bachelors Degree plus 18 prof. unit in education with appropriate major</p>	none required	none required	<p>PBET/ TEACHER/ RA-1080</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication</p> <p>Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Secondary	
34	Teacher I	OSEC-DECSB-TCH1-540076-2012	11	23,877.00	<p>Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education</p>	none required	none required	<p>PBET/ TEACHER/ RA-1080</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication</p> <p>Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Elementary	
35	Disbursing Officer II	OSEC-DECSB-DO2-540003-2009	8	18,251.00	<p>Completion of two (2) years studies in college</p>	Four (4) hrs. of relevant training	one (1) year of relevant experience	<p>Career Service Subprofessional/1st level eligibility</p>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication</p> <p>Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Elementary	

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					Education	Training	Experience	Eligibility				
36	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540135-2017	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			Schools Division of Calbayog City - Elementary	
37	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540129-2017	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			Schools Division of Calbayog City - Elementary	
38	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540134-2017	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;		Schools Division of Calbayog City - Elementary	
39	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540131-2017	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	Result Focus; Teamwork; Service Orientation; Innovation; Oral		Schools Division of Calbayog City - Elementary	
40	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540160-2016	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	Communication; Written Communication; Computer/CT Skills		Schools Division of Calbayog City - Elementary	
41	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540154-2016	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			Schools Division of Calbayog City - Elementary	
42	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540151-2016	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			Schools Division of Calbayog City - Elementary	
43	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540149-2016	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			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 September 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;
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 PH.D., CESO V
 Schools Division Superintendent

No. <small>(Parenthetical Title, if applicable)</small>	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	

c/o GRACE S. PAGUNSAN

Administrative Officer IV

Brgy. Hamorawon, Calbayog City

depedcalbayogdivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.