

Republic of the Philippines  
Department of Education- Ormoc City Division  
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-Ormoc City Division in the CSC website:

**MAHALIA M. LAURON**  
HRMO

Date: December 17, 2020

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	Public Schools District Supervisor	OSEC-DECSB-PSDS-540032-2014	22	66,867	Master's degree in Education or other relevant master's degree	16 hrs of relevant training	5 yrs cumulative experience in instructional supervision and school management	RA 1080 (TEACHER)		SDO/CID

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

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 27, 2020**.

1. Personal Data Sheet (CS Form 212, Revised 2017)
2. Copy of PRC Board Ratings and ID or CSC Eligibility (for non-teaching positions)
3. Performance Rating for the last 3 rating periods
4. Updated Service Record

6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**MAHALIA M. LAURON**  
Administrative Officer IV-Personnel  
Brgy. Punta, Ormoc City  
[depedormoc.hrmu@gmail.com](mailto:depedormoc.hrmu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.