

Republic of the Philippines
DEPARTMENT OF EDUCATION
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 DEPARTMENT OF EDUCATION in the CSC website:

JULIUS CESAR L. DE LA CERNA

HRMO

Date: February 14, 2024

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	Teacher II	OSEC-DECSB-TCH2-540074-2018	12	29165	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Baybay City Division
2	Master Teacher II	OSEC-DECSB-MTCHR2-540461-1998	19	51357	Bachelor's degree in Elementary Education; or Bachelor's degree with 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 I or 4 years as Teacher III	RA 1080 (Teacher)		Baybay City Division
3	School Principal II	OSEC-DECSB-SP2-540115-2011	20	57347	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		Pomponan National High School

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 February 24, 2024.

- Letter of Intent;
- 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;
- Photocopy of certificate of eligibility/rating/license (if any);
- Updated Service Record (if any);
- Latest approved appointment (if any);
- Approved performance rating in the last three (3) rating periods (if any);
- Photocopy of Transcript of Records (if any);
- Certificate of outstanding accomplishments (if any);
- Certificate of trainings attended (if any);
- Any other relevant documents;
- DepEd Baybay promotes equal employment opportunity and highly encourages all interested and qualified applicants regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation, including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE), to apply.
- Applicants who submitted their application via email are requested to bring the hardcopies of their documents during the conduct of the open ranking.

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

JULIUS CESAR L. DE LA CERNA

Administrative Officer IV/HRMO

Diversion Road, Brgy. Gaas Baybay City, Leyte

baybaycitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.