

Republic of the Philippines Department of Education Region VIII (Eastern Visayas) **Baybay City Division** Baybay City, Leyte Request for Publication of Vacant Positions



Date:

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd Baybay City Division in the CSC website:



August 3, 2020

	_	Position Title	Plantilla Item No.	Salary/	ob/ Pay Monthly Salary			Place of Assignment			
No	0.	Position Title		Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1		Administrative Officer II	ADOF2-540001-2020			Bachelor's Degree relevant to the job	None None required. required.		Career Service		
2	2	Administrative Officer II	ADOF2-540002-2020								
З	3 A	Administrative Officer II	ADOF2-540003-2020	11	22,316.00			(Professional)/ Second Level		BAYBAY CITY DIVISION	
4	1 <i>I</i>	Administrative Officer II	ADOF2-540004-2020						Eligibility		
5	5 4	Administrative Officer II	ADOF2-540005-2020								

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 August 21, 2020 , not later 5:00 PM.

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 in the present position for one (1) year (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Transcript of Records.

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

RAUL D. AGBAN, Ed.D OIC - Schools Division Superintendent Diversion Road, Brgy. Gaas, Baybay City, Leyte

Email address: baybaycitydivision@yahoo.com FB Page: Baybay City Division HR Squad



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RAUL Ø. ÅGBAN, Ed. D OIC - Schools Division Superintendent

August 3, 2020

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NO.	Position Title	Plantilla item No.	Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant III	ADAS3-540119-2017				4 hours of relevant training	f 1 year of 19 relevant (S experience Fi			
2	Administrative Assistant III	ADAS3-540120-2017	9	18,784.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course			Relevant MC 11 s. 1996 Career Service (Sub-Professional)/ First Level Eligibility Relevant MC 11 s.		
3	Administrative Assistant III	ADAS3-540121-2017	9	10,704.00						
4	Administrative Assistant III	ADAS3-540122-2017								BAYBAY CITY DIVISION
5	Administrative Assistant II	ADAS2-540121-2017			Completion of two-year				ervice mal)/	
6	Administrative Assistant II	ADAS2-540123-2017	8	17,505.00	studies in College or High School Graduate with relevant vocational/trade	4 hours of relevant training	1 year of relevant experience	1996 Career Service (Sub-Professional)/		
7	Administrative Assistant II	ADAS2-540124-2017			relevant vocational/trade course	training	experience	First Level Eligibility		

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No.	Position Title	Plantilla item No.	Grade	Montiny Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant III	ADAS3-540123-2017								
2	Administrative Assistant III	ADAS3-540145-2018								
3	Administrative Assistant III	ADAS3-540146-2018								
4	Administrative Assistant III	ADAS3-540147-2018								
5	Administrative Assistant III	ADAS3-540148-2018								OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT - BAYBAY CITY DIVISION
6	Administrative Assistant III	ADAS3-540149-2018								
7	Administrative Assistant III	ADAS3-540150-2018			Completion of two-year					
8	Administrative Assistant III	ADAS3-540151-2018		18,784.00				Relevant MC 11 s.		
9	Administrative Assistant III	ADAS3-540152-2018	9		studies in College or High School Graduate with	4 hours of relevant	1 year of relevant	1996 Career Service (Sub-Professional)/ First Level Eligibility		
10	Administrative Assistant III	ADAS3-540153-2018	3	10,704.00	relevant vocational/trade	training	experience			
11	Administrative Assistant III	ADAS3-540154-2018			course					
12	Administrative Assistant III	ADAS3-540155-2018								
13	Administrative Assistant III	ADAS3-540156-2018								
14	Administrative Assistant III	ADAS3-540254-2014								
15	Administrative Assistant III	ADAS3-540255-2014								
16	Administrative Assistant III	ADAS3-540256-2014								
17	Administrative Assistant III	ADAS3-540270-2014								
18	Administrative Assistant III	ADAS3-540271-2014								

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Date:

August 3, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pav	Monthly Salary		Qualif	ication Standards			Place of Assignment
NO.	Position Title	Flantina item NO.	Grade	montany outary	Education	Training	Experience	Eligibility	Competency (if applicable)	Flace of Assignment
1	Administrative Assistant II	ADAS2-540093-2018			Completion of two-year studies in College or High	4 hours of	1 year of	Relevant MC 11 s.		
2	Administrative Assistant II	ADAS2-540094-2014	8	17,505.00	0 0	relevant training	1 year of relevant experience	1996 Career Service (Sub-Professional)/		
3	Administrative Assistant II	ADAS2-540125-2017			course			First Level Eligibility		OFFICE OF THE
4	Administrative Assistant I	ADAS1-540048-2014	7	16,458.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required.	None required.	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/ First Level Eligibility		SCHOOLS DIVISION SUPERINTENDENT - BAYBAY CITY DIVISION
5	Administrative Aide VI	ADA6-540078-2014								
6	Administrative Aide VI	ADA6-540079-2014	6	15,524.00	Completion of two-year studies in College or High School Graduate with	4 hours of relevant	1 year of relevant	Relevant MC 11 s. 1996 Career Service		
7	Administrative Aide VI	ADA6-540081-2014		15,524.00	relevant vocational/trade course	training	experience	(Sub-Professional)/ First Level Eligibility		CURRICULUM IMPLEMENTATION DIVISION - BAYBAY CITY DIVISION

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NO.	Position Title	Fiantina item No.	Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant II	ADAS2-540001-2016								
2	Administrative Assistant II	ADAS2-540002-2016								
3	Administrative Assistant II	ADAS2-540003-2016								
4	Administrative Assistant II	ADAS2-540004-2016			Completion of two-year studies in College or High	4 hours of	1 year of	Relevant MC 11 s.		BAYBAY CITY
5	Administrative Assistant II	ADAS2-540005-2016	8	17,505.00	0 0	relevant training	relevant	1996 Career Service (Sub-Professional)/		DIVISION - SENIOR HIGH
6	Administrative Assistant II	ADAS2-540006-2016			course	uaning	experience	First Level Eligibility		SCHOOL
7	Administrative Assistant II	ADAS2-540007-2016								
8	Administrative Assistant II	ADAS2-540008-2016								
9	Administrative Assistant II	ADAS2-540009-2016								

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NO.	Position Title	Flantina item No.	Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant III	ADAS3-540078-2004								BAYBAY NHS
2	Administrative Assistant III	ADAS3-540124-2017			Completion of two-year studies in College or High	4 hours of	1 year of	Relevant MC 11 s.		BUNGA NHS
3	Administrative Assistant III	ADAS3-540005-2014	9	18,784.00		relevant training	relevant	1996 Career Service (Sub-Professional)/ First Level Eligibility		MAKINHAS NHS - CIABU ANNEX
4	Administrative Assistant III	ADAS3-540004-2014								PLARIDEL NHS
5	Administrative Assistant III	ADAS3-540125-2017								POMPONAN NHS
6	Administrative Assistant II	ADAS2-540094-2018			Completion of two-year					BAYBAY NHS
7	Administrative Assistant II	ADAS2-540126-2017	8	17,505.00	studies in College or High School Graduate with	4 hours of relevant	1 year of relevant	Relevant MC 11 s. 1996 Career Service		BUNGA NHS
8	Administrative Assistant II	ADAS2-540128-2017		17,505.00	relevant vocational/trade	training	experience	(Sub-Professional)/ First Level Eligibility		POMPONAN NHS
9	Administrative Assistant II	ADAS2-540127-2017			course			I not Lover Englowity		PLARIDEL NHS

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NO.	Position The	Flantina item No.	Grade	wontiny Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Flace of Assignment
1	School Principal II	SP2-540003-2017								
2	School Principal II	SP2-540004-2017								
3	School Principal II	SP2-540010-2018								
4	School Principal II	SP2-540011-2011								
5	School Principal II	SP2-540011-2018			Bachelor's degree in					
6	School Principal II	SP2-540044-2011		52,703.00	Elementary Education or	40 hours of				
7	School Principal II	SP2-540047-2011	20		52,703.00	Bachelor's degree with 18 professional education	relevant	1 year as a Principal	RA 1080 (Teacher)	
8	School Principal II	SP2-540052-2011			units + 6 units of	training				
9	School Principal II	SP2-540065-2011			Management					
10	School Principal II	SP2-540107-2010								
11	School Principal II	SP2-540117-2010								
12	School Principal II	SP2-540123-2010								
13	School Principal II	SP2-540151-2010								

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NO.	Position 1 itie	Plantilla item No.	Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	School Principal I	SP1-540566-2010	- 19	46,791.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours relevant	nt or M1 for 2			BCNNHS
2	School Principal I	SP1-540885-2010	10	40,731.00		training				BITANHUAN
3	School Principal II	SP2-540196-2010			Bachelor's degree in Secondary Education; or	40 hours relevant training	1 year as Principal			BUNGA NHS
4	School Principal II	SP2-540197-2010								CARIDAD NHS
5	School Principal II	SP2-540075-2010	20	52,703.00	Bachelor's degree with 18 professional education units + 6 units of			RA 1080 (Teacher)	)	PLARIDEL NHS
6	School Principal II	SP2-540115-2011			Management					POMPONAN NHS
7	School Principal II	SP2-540015-2016								BAYBAY CITY SHS

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NO.	rosition ritie	Flantina item NO.	Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Flace of Assignment
1	Assistant School Principal II	ASP2-540013-2016	- 19	46,791.00	Bachelor's degree in education with a major and	8 hours relevant	2 years of relevant	PBET / Teacher		BAYBAY CITY
2	Assistant School Principal II	ASP2-540014-2016	13	40,791.00	minor, or Bachelor's degree in Arts and Science with at	training	experience	(RA 1080)		SHS
3	Head Teacher IV	HTEACH4-540021-2017	17	38,464.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or MT for 2 years	RA 1080 (Teacher)		CARIDAD NHS
4	Head Teacher I	HTEACH1-540059-2016			Bachelor's degree in Secondary Education; or Bachelor's degree with 18	24 hours of	TIC for 1 year; or			BCNNHS
5	Head Teacher I	HTEACH1-540060-2016	14	29,277.00	professional education units with appropriate field of specialization	relevant training	Teacher for 3 years	RA 1080 (Teacher)		MALILHI NHS

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