

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: 1/21/2021

| No | Position Title<br>(Parenthetical Title if applicable) | Plantilla Item No.            | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |                                    |  |                        |   | Place of<br>Assignment                         |
|----|---|-------------------------------|------------------------------|-------------------|---|------------------------------------|--|------------------------|---|--|
|    |   |                               |                              |                   | Education   | Training                           | Experience   | Eligibility            | Competency<br>(if applicable)   |  |
| 1  | Education Program Supervisor                          | OSEC-DECSB-EPSVR-540039-2010  | 22                           | 66,867.00         | 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-1080 | Self-management<br>Interpersonal Effectiveness  | Schools Division of Calbayog City - Elementary |
| 2  | Public Schools District Supervisor                    | OSEC-DECSB-PSDS-540309-1998   | 22                           | 66,867.00         | Master's Degree in Education or other relevant Master's Degree.   | Sixteen hours of relevant training | Five years cumulative experience in instructional supervision and school management  | RA-1080 (Teacher)      | Building Trust<br>Communication Skills  | Schools Division of Calbayog City - Elementary |
| 3  | School Principal II                                   | OSEC-DECSB-SP2-540037-2018    | 20                           | 52,703.00         | 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 | Thinking/Conceptual Skills<br>Management Planning<br>Organizing Leadership                                | Schools Division of Calbayog City - Elementary |
| 4  | School Principal I                                    | OSEC-DECSB-SP1-540198-2010    | 19                           | 46,791.00         | Bachelors Degree in Elementary/Secondary Education or Bachelors Degree with 18 professional education units   | 40 hours of relevant training      | Head Teacher (HT) for 1 yr. or Teacher In-Charge (TIC) for 2 yrs. or Master Teacher (MT) for 2 yrs. or Teacher for 5 years | PBET/ TEACHER/ RA-1080 | Accountability<br>Integrity/ Ethics<br>Vision/ Strategy<br>Results Focus<br>Judgment<br>Passion/ Optimism | Schools Division of Calbayog City - Elementary |
| 5  | Master Teacher I                                      | OSEC-DECSB-MTCHR1-540184-2016 | 18                           | 42,159.00         | 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 | Building teams<br>Cares for/ Develops others  | Schools Division of Calbayog City - Elementary |
| 6  | Master Teacher I                                      | OSEC-DECSB-MTCHR1-541916-1998 | 18                           | 42,159.00         | 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<br>Professionalism and Ethics. Result Focus.<br>Teamwork<br>Service Orientation           | Schools Division of Calbayog City - Elementary |

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|-----|--|--|------------------------------|-------------------|--|---|---|--|---|--|
|     |  |  |                              |                   | Education  | Training                                    | Experience  | Eligibility  | Competency<br>(if applicable)   |  |
| 7   | Head Teacher II  | OSEC-DECSB-<br>HTEACH2-540078-<br>2018 | 15                           | 32,053.00         | Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units     | Twenty-four (24) hours of relevant training | Head Teacher for one (1) year, or Teacher In-Charge for one (1) year, or teacher for four (4) years | PBET/ TEACHER/<br>RA-1080                            | Self-<br>management<br>Interpersonal<br>Effectiveness<br>-Building Trust<br>Communication<br>Skills<br>Thinking/Conce<br>ptual Skills<br>Management<br>Planning<br>Organizing<br>Leadership<br>Accountability<br>Integrity/ Ethics<br>Vision/ Strategy<br>Results Focus<br>Judgment<br>Passion/<br>Optimism<br>Building teams<br>Cares for/<br>Develops<br>others | Schools Division of<br>Calbayog City -<br>Elementary |
| 8   | Head Teacher II  | OSEC-DECSB-<br>HTEACH2-540079-<br>2018 | 15                           | 32,053.00         | Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units     | Twenty-four (24) hours of relevant training | Head Teacher for one (1) year, or Teacher In-Charge for one (1) year, or teacher for four (4) years | PBET/ TEACHER/<br>RA-1080                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 9   | Head Teacher II  | OSEC-DECSB-<br>HTEACH2-540037-<br>2020 | 15                           | 32,053.00         | Bachelors Degree in Elem. Education or Bachelors Degree with 18 professional education units     | Twenty-four (24) hours of relevant training | Head Teacher for one (1) year, or Teacher In-Charge for one (1) year, or teacher for four (4) years | PBET/ TEACHER/<br>RA-1080                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 10  | Teacher III  | OSEC-DECSB-TCH3-<br>540158-2010        | 13                           | 26,754.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | At least 2 year relevant experience   | RA-1080 (Teacher)                                    |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 11  | Teacher III  | OSEC-DECSB-TCH3-<br>545434-1998        | 13                           | 26,754.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | At least 2 year relevant experience   | RA-1080 (Teacher)                                    |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 12  | Teacher II   | OSEC-DECSB-TCH2-<br>544701-1998        | 12                           | 24,495.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | At least 1 year relevant experience   | PBET/ TEACHER/<br>RA-1084                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 13  | Teacher II   | OSEC-DECSB-TCH2-<br>544568-1998        | 12                           | 24,495.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | At least 1 year relevant experience   | PBET/ TEACHER/<br>RA-1084                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 14  | Teacher I  | OSEC-DECSB-TCH1-<br>540570-2007        | 11                           | 22,316.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | none required   | PBET/ TEACHER/<br>RA-1080                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 15  | Teacher I  | OSEC-DECSB-TCH1-<br>540448-2014        | 11                           | 22,316.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | none required   | PBET/ TEACHER/<br>RA-1080                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 16  | Teacher I  | OSEC-DECSB-TCH1-<br>542556-2018        | 11                           | 22,316.00         | Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education | none required                               | none required   | PBET/ TEACHER/<br>RA-1080                            |   | Schools Division of<br>Calbayog City -<br>Elementary |
| 17  | Administrative Assistant II<br>(Disbursing Officer II) | OSEC-DECSB-ADAS2-<br>540059-2004       | 8                            | 17,505.00         | 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<br>Calbayog City -<br>Elementary  |  |

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|-----|--|--------------------------------|------------------------------|-------------------|---|---|--|------------------------|---|---|
|     |  |                                |                              |                   | Education   | Training                                    | Experience   | Eligibility            | Competency<br>(if applicable)   |   |
| 18  | Master Teacher II                                      | OSEC-DECSB-MTCHR2-540114-2018  | 19                           | 46,791.00         | Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in education with appropriate major; 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<br>Interpersonal Effectiveness<br>-Building Trust<br>Communication Skills<br>Thinking/Conceptual Skills<br>Management Planning<br>Organizing<br>Leadership<br>Accountability<br>Integrity/ Ethics<br>Vision/ Strategy<br>Results Focus<br>Judgment<br>Passion/ Optimism<br>Building teams<br>Cares for/ Develops others | Schools Division of Calbayog City - Secondary     |
| 19  | Head Teacher I   | OSEC-DECSB-HTEACH1-540007-2016 | 14                           | 29,277.00         | 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 |   | Schools Division of Calbayog City - Secondary     |
| 20  | Head Teacher I   | OSEC-DECSB-HTEACH1-540005-2016 | 14                           | 29,277.00         | 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 |   | Schools Division of Calbayog City - Secondary     |
| 21  | Teacher III  | OSEC-DECSB-TCH3-541232-2016    | 13                           | 26,754.00         | Bachelors Degree in Secondary Education (BSEED) 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     |
| 22  | Teacher III  | OSEC-DECSB-TCH3-541170-2012    | 13                           | 26,754.00         | Bachelors Degree in Secondary Education (BSEED) 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     |
| 23  | Teacher I  | OSEC-DECSB-TCH1-565326-1998    | 11                           | 22,316.00         | 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 |   | Schools Division of Calbayog City - RLMSF         |
| 24  | Teacher I  | OSEC-DECSB-TCH1-540507-2014    | 11                           | 22,316.00         | 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 |   | Schools Division of Calbayog City - Tarabucan NHS |
| 25  | Teacher I  | OSEC-DECSB-TCH1-540954-2016    | 11                           | 22,316.00         | 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 |   | Schools Division of Calbayog City - Tarabucan NHS |

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|-----|--|-----------------------------|------------------------------|-------------------|--|--|---|---|--|--|
|     |  |                             |                              |                   | Education  | Training   | Experience  | Eligibility   | Competency<br>(if applicable)  |  |
| 26  | Teacher II   | OSEC-DECSB-TCH2-541252-2016 | 12                           | 24,495.00         | <b>ACADEMIC TRACK AND CORE SUBJECTS</b><br>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<br><b>ARTS &amp; DESIGN TRACK</b><br>Bachelor's degree majoring in field(s) under theTrack; or any Bachelor's degree plus 15 units of specialization in the relevant subjectBachelor's degree majoring in field(s) under theTrack; or any Bachelor's degree plus 15 units of specialization in the relevant subject<br><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b><br>Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization | <b>ACADEMIC TRACK AND CORE SUBJECTS</b><br>None required<br><b>ARTS &amp; DESIGN TRACK</b><br>4 hours of training relevant to the courses in the Track<br><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b><br>At least NC II + TMC I<br>*Appropriate to the specialization | <b>ACADEMIC TRACK AND CORE SUBJECTS</b><br>None required<br><b>ARTS &amp; DESIGN TRACK</b><br>1 year relevant teaching/industry work experience<br><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b><br>None | <b>ACADEMIC TRACK AND CORE SUBJECTS</b> Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring<br>• Regular applicants for a contractual position. None required<br>• Practitioners (parttime only): None required<br><b>ARTS &amp; DESIGN TRACK</b> Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring<br>• Regular applicants for a contractual position. None required<br>• Practitioners (parttime only): None required | Self-management<br>Interpersonal Effectiveness<br>-Building Trust<br>Communication Skills<br>Thinking/Conceptual Skills<br>Management<br>Planning<br>Organizing<br>Leadership<br>Accountability<br>Integrity/ Ethics<br>Vision/ Strategy<br>Results Focus<br>Judgment<br>Passion/ Optimism<br>Building teams<br>Cares for/ Develops others | Schools Division of Calbayog City - Senior High School |
|     | 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 January 31, 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, Ph. D., 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.