

Republic of the Philippines  
DepEd, Schools Division of CALBAYOG CITY  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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: 2/4/2021

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-540039-2010	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-1080	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
2	School Principal II	OSEC-DECSB-SP2-540066-2020	20	54,251.00	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		Schools Division of Calbayog City - Elementary
3	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540288-2014	15	33,575.00	Bachelor's Degree relevant to the job	Four (4) hrs. of relevant training	one (1) year of relevant experience			Schools Division of Calbayog City - Elementary
4	Teacher III	OSEC-DECSB-TCH3-540211-2014	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 Calbayog City - Elementary
5	Teacher III	OSEC-DECSB-TCH3-541151-2016	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 Calbayog City - Elementary
6	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540078-2014	9	19,593.00	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
7	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540075-2014	9	19,593.00	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
8	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540127-2017	9	19,593.00	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
9	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540077-2014	9	19,593.00	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

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10	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-ADAS3-540076-2014	9	19,593.00	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, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication ; Written Communication ; Computer/ICT Skills	Schools Division of Calbayog City - Elementary
11	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540023-2018	9	19,593.00	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
12	Senior Bookkeeper	OSEC-DECSB-SRBK-540007-2011	9	19,593.00	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
13	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540133-2017	9	19,593.00	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
14	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540150-2016	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
15	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540063-2004	6	16,200.00	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 February 14, 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.