

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: 2/10/2021

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	Administrative Officer II (HRMO I)	OSEC-DECSB-ADOF2-540011-2019	11	23,877.00	Bachelor's Degree	None Required	None Required	Career Service Professional/2nd level eligibility	Self-management Interpersonal Effectiveness -Building Trust Communication Skills	Schools Division of Calbayog City - Elementary
2	Teacher II	OSEC-DECSB-TCH2-540352-2012	12	26,052.00	Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience	RA-1080 (Teacher)	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
3	Teacher II	OSEC-DECSB-TCH2-544735-1998	12	23,877.00	Bachelors Degree in Elem. Education (BEEEd) or Bachelors Degree plus 18 prof. unit in education	none required	At least 1 year relevant experience	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
4	Teacher III	OSEC-DECSB-TCH3-541161-2016	13	28,276.00	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 I	OSEC-DECSB-TCH1-542407-2012	11	23,877.00	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 - SPNHS
6	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540034-2018	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
7	Senior Bookkeeper	OSEC-DECSB-SRBK-540005-2011	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

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 20, 2021.

All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SCGI) 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.

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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.