



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 April 17, 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 PhD, 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.