

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: 6/6/2019

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-540035-2010	22	65,319.00	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 Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing 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	Schools Division of Calbayog City - Elementary
2	Attorney III	OSEC-DECSB-ATY3-540007-2014	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA-1080		Schools Division of Calbayog City
3	Master Teacher I	OSEC-DECSB-MTCHR1-541934-1998	18	40,637.00	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		Schools Division of Calbayog City - Elementary
4	Master Teacher I	OSEC-DECSB-MTCHR1-543144-1998	18	40,637.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 18 units for a Master's Degree in Education or its equivalent	None Required	Three (3) years relevant experience	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - San Joaquin NHS
5	Teacher III	OSEC-DECSB-TCH3-540207-2014	13	25,232.00	Bachelors Degree in Elem. 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 - Elementary
6	Guidance Counselor II	OSEC-DECSB-GUIDC2-540020-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Senior High School
7	Guidance Counselor II	OSEC-DECSB-GUIDC2-540021-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
8	Guidance Counselor II	OSEC-DECSB-GUIDC2-540022-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
9	Guidance Counselor II	OSEC-DECSB-GUIDC2-540023-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School

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)	
10	Guidance Counselor II	OSEC-DECSB-GUIDC2-540024-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Senior High School
11	Guidance Counselor II	OSEC-DECSB-GUIDC2-540024-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
12	Guidance Counselor II	OSEC-DECSB-GUIDC2-540026-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
13	Guidance Counselor II	OSEC-DECSB-GUIDC2-540027-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
14	Guidance Counselor II	OSEC-DECSB-GUIDC2-540028-2016	12	22,938.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor		Schools Division of Calbayog City - Senior High School
15	Teacher II	OSEC-DECSB-TCH2-540015-2009	12	22,938.00	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/ RA-1080	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Elementary
16	Teacher II	OSEC-DECSB-TCH2-540212-2013	12	22,938.00	Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education	none required	At least 1 year relevant experience			Schools Division of Calbayog City - Elementary
17	Guidance Counselor I	OSEC-DECSB-GUIDC1-540006-2009	11	20,754.00	Masters Degree in Guidance and Counseling	None Required	None Required	RA 1080-Guidance Counselor	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - San Joaquin NHS
18	Guidance Counselor I	OSEC-DECSB-GUIDC1-540042-2008	11	20,754.00	Masters Degree in Guidance and Counseling	None Required	None Required			Schools Division of Calbayog City - Calbayog City NHS
19	Project Development Officer I	OSEC-DECSB-PDO1-540017-2016	11	20,754.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second 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 - Senior High School
20	Teacher I	OSEC-DECSB-TCH1-542324-2012	11	20,754.00	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 - Calbayog City HS
21	Teacher I	OSEC-DECSB-TCH1-557521-1998	11	20,754.00	Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education	none required	none required			Schools Division of Calbayog City - Elementary
22	Teacher I	OSEC-DECSB-TCH1-557278-1998	11	20,754.00	Bachelors Degree in Elem. Education (BSEED) or Bachelors Degree plus 18 prof. units in Education	none required	none required			Schools Division of Calbayog City - Elementary

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)	
23	Administrative Asst. II (Clerk IV)	OSEC-DECSB-ADAS2-540155-2016	8	16,758.00	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 - Senior High School
24	Administrative Aide VI	OSEC-DECSB-ADA6-540061-2004	6	14,847.00	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
25	Administrative Aide VI	OSEC-DECSB-ADA6-540062-2014	6	14,847.00	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 June 16, 2019.

PWD applicants may request in advance for assistance needed on interview & demonstration teaching.

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 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.

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

GRACE S. PAGUNSAN
 Administrative Officer IV
 Brgy. Hamorawon, Calbayog City
depedcalbayogdivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.