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must be in MS Excel format

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: 9/13/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Teacher II	OSEC-DECSB-- TCH2-540119-2010	12	27,608.00	Bachelors Degree in Sec. Education (BSEd) or Bachelors Degree plus 18 prof. unit in education with appropriate major	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/CT Skills	Schools Division of Calbayog City - Secondary
2	Teacher I	OSEC-DECSB- TCH1-542302-2018	11	25,439.00	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	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/CT Skills	Schools Division of Calbayog City - Secondary

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3	Teacher I	OSEC-DECSB- TCH1-540081-2022	11	25,439.00	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	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Schools Division of Calbayog City - Secondary
4	Teacher I	OSEC-DECSB- TCH1-542578-2018	11	25,439.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	none required	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
5	Teacher I	OSEC-DECSB- TCH1-557540-1998	11	25,439.00	Bachelors Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	none required	none required	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

No	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
6	Senior Bookkeeper	OSEC-DECSB- SRBK-540007-2011	9	20,402.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1's 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 - Secondary
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540138-2017	8	18,998.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1's 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

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 September 23, 2022.

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 and other applicable documents for ranking;
7. Other requirements specified in DepEd Order No. 7, s. 2015 & DepEd Order No. 3, s. 2016
8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.