

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: **7/15/2021**

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	Master Teacher I	OSEC-DECSB-MTCHR1-540178-2016	18	43,681.00	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, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation	Schools Division of Calbayog City - Elementary
2	Master Teacher I	OSEC-DECSB-MTCHR1-540175-2016	18	43,681.00	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, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation	Schools Division of Calbayog City - Elementary
3	Teacher III	OSEC-DECSB-TCH3-545436-1998	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	PBET/ TEACHER/ RA-1080	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Elementary
4	Administrative Aide IV (Clerk II)	OSEC-DECSB--ADA4-540075-2004	4	14,400.00	Completion of two (2) years studies in college	none required	none required	Career Service Subprofessional/1st level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork	Schools Division of Calbayog City - Secondary
5	Senior Bookkeeper	OSEC-DECSB-SRBK-540018-2007	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	Schools Division of Calbayog City - Secondary
6	Administrative Asst. III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540030-2018	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	Self-management, Professionalism and Ethics, Result Focus, Teamwork	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 July 25, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.