

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: 11/18/2019

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	School Principal II	OSEC-DECSB-SP2-540039-2018	20	51,155.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	PBET/ TEACHER/ RA-1080	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy	Schools Division of Calbayog City - Secondary
2	Master Teacher II	OSEC-DECSB-MTCHR2-540027-2008	19	45,269.00	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 24 units for a Master's Degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher or 4 years as Teacher III	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Secondary
3	Teacher III	OSEC-DECSB-TCH3-540524-2012	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	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Elementary
4	Teacher III	OSEC-DECSB-TCH3-540522-2012	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
5	Teacher III	OSEC-DECSB-TCH3-540649-2014	13	25,232.00	Bachelors Degree in Secondary 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 - Secondary
6	Teacher III	OSEC-DECSB-TCHR3-541487-2018	13	25,232.00	Bachelors Degree in Secondary 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 - Secondary
7	Teacher II	OSEC-DECSB-TCH2-540213-2013	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	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
8	Teacher II	OSEC-DECSB-TCH2-544673-1998	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		Schools Division of Calbayog City - Elementary

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9	Teacher II	OSEC-DECSB-TCH2-540044-2013	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	PBET/ TEACHER/ RA-1080		Schools Division of Calbayog City - Elementary
10	Teacher II	OSEC-DECSB-TCH2-540309-2015	12	22,938.00	Bachelor of Secondary 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/ICT Skills	Schools Division of Calbayog City - Secondary
11	Teacher II	OSEC-DECSB-TCH1-540533-2014	12	22,938.00	Bachelor of Secondary 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		Schools Division of Calbayog City - Secondary
12	Teacher II	OSEC-DECSB-TCH2-540057-2013	12	22,938.00	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		Schools Division of Calbayog City - Secondary
13	Teacher II	OSEC-DECSB-TCH2-540168-2006	12	22,938.00	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		Schools Division of Calbayog City - Secondary
14	Teacher II	OSEC-DECSB-TCH2-540384-2018	12	22,938.00	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		Schools Division of Calbayog City - Secondary
15	Teacher I	OSEC-DECSB-TCH1-542311-2012	11	20,754.00	Bachelor of Secondary 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	Schools Division of Calbayog City - Secondary
16	Teacher I	OSEC-DECSB-TCH1-542400-2012	11	20,754.00						Schools Division of Calbayog City - Secondary
17	Administrative Asst. III (Senior Bokkeeper)	OSEC-DECSB-ADAS3-540027-2018	9	17,473.00	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 - Elementary
18	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540022-2018	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		Schools Division of Calbayog City - Elementary
19	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540023-2018	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		Schools Division of Calbayog City - RLMSF
20	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540065-2004	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 - RLMSF

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 November 28, 2019.

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);

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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.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application (hard copies) 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Project Development Officer I	OSEC-DECSB-PDO1-540017-2016	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	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
2	Assistant School Principal II	OSEC-DECSB-ASP2-540033-2016	19	45,269.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 10 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management; Interpersonal Effectiveness -Building Trust; Communication Skills; Thinking/Conceptual Skills; Management	Schools Division of Calbayog City - Senior High School
3	Assistant School Principal II	OSEC-DECSB-ASP2-540034-2016	19	45,269.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 10 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management; Interpersonal Effectiveness -Building Trust; Communication Skills; Thinking/Conceptual Skills; Management	Schools Division of Calbayog City - Senior High School
4	Assistant School Principal II	OSEC-DECSB-ASP2-540035-2016	19	45,269.00	Bachelors Degree in Education or its equivalent with a major or minor or Bachelors Degree in Arts and Sciences with at least 10 units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management; Interpersonal Effectiveness -Building Trust; Communication Skills; Thinking/Conceptual Skills; Management	Schools Division of Calbayog City - Senior High School

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