

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: 11/20/2019

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	Administrative Officer IV	OSEC-DECSB-ADOF4-540285-2014	15	30,531.00	Bachelor's Degree	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Professional/2nd level eligibility	Self-management; Interpersonal Effectiveness; Building Trust; Communication Skills; Thinking/Conceptual Skills; Management Planning	Schools Division of Calbayog City - Elementary
2	Administrative Asst. III (Senior Bokkeeper)	OSEC-DECSB-ADAS3-540266-2014	9	17,975.00	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
3	Administrative Asst. III (Senior Bokkeeper)	OSEC-DECSB-ADAS3-540135-2017	9	17,975.00	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
4	Administrative Asst. III (Senior Bokkeeper)	OSEC-DECSB-ADAS3-540136-2017	9	17,975.00	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
5	Administrative Asst. II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540140-2017	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
6	Administrative Asst. II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540130-2017	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
7	Administrative Asst. II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540142-2017	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

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8	Disbursing Officer II	OSEC-DECSB-DO2-540006-2011	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 - Elementary
9	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540163-2016	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		Schools Division of Calbayog City - Elementary
10	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540147-2016	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		Schools Division of Calbayog City - Elementary
11	Administrative Aide VI	OSEC-DECSB-ADA6-540059-2014	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
12	Administrative Aide VI	OSEC-DECSB-ADA6-540061-2014	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 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](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.

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](mailto:depedcalbayogdivision@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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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: 11/21/2019

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 I	OSEC-DECSB-SP1-541088-2010	19	45,269.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 yr, or Teacher In-Charge (TIC) for 2 yrs, or Master Teacher (MT) for 2 yrs, or Teacher for 5 years	PBET/ TEACHER/ RA-1080	Self-management Interpersonal Effectiveness -Building Trust	Schools Division of Calbayog City - Secondary
2	Master Teacher II	OSEC-DECSB-MTCHR2-540730-1998	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	Communication Skills Thinking/Conceptual Skills Management	Schools Division of Calbayog City - Secondary
3	Head Teacher I	OSEC-DECSB-HTEACH1-540010-2016	14	27,755.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Twenty-four (24) hours of relevant training	Teacher In-Charge for one (1) year, or teacher for three (3) years	PBET/ TEACHER/ RA-1080	Planning Organizing Leadership Accountability	Schools Division of Calbayog City - Secondary
4	Head Teacher I	OSEC-DECSB-HTEACH1-540009-2016	14	27,755.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	Twenty-four (24) hours of relevant training	Teacher In-Charge for one (1) year, or teacher for three (3) years	PBET/ TEACHER/ RA-1080	Integrity/ Ethics Vision/ Strategy	Schools Division of Calbayog City - Secondary
5	Teacher III	OSEC-DECSB-TCH3-540025-2002	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	Self-management; Professionalism and Ethics; Result Focus; Teamwork;	Schools Division of Calbayog City - Secondary
6	Teacher II	OSEC-DECSB-TCH2-544525-1998	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	Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Elementary
7	Teacher I	OSEC-DECSB-TCH1-540533-2014	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		Schools Division of Calbayog City - Secondary

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8	Teacher II	OSEC-DECSB-TCH2-541240-2016	12	22,938.00	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject</p> <p><b>ARTS &amp; DESIGN TRACK</b> Bachelor's degree majoring in field(s) under theTrack; or any Bachelor's degree plus 15 units of specialization in the relevant subjectBachelor's degree majoring in field(s) under theTrack; or any Bachelor's degree plus 15 units of specialization in the relevant subject</p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization</p>	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> None required</p> <p><b>ARTS &amp; DESIGN TRACK</b> 4 hours of training relevant to the courses in the Track</p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> At least NC II + TMC I *Appropriate to the specialization</p>	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> None required</p> <p><b>ARTS &amp; DESIGN TRACK</b> 1 year relevant teaching/industry work experience</p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> None</p>	<ul style="list-style-type: none"> <li>Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</li> <li>Regular applicants for a contractual position: None required</li> <li>Practitioners (parttime only): None required</li> </ul>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication ; Written Communication ; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High School
9	Teacher I	OSEC-DECSB-TCH1-541458-2016	11	20,754.00	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> <i>Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in relevant strand/ subject</i></p> <p><b>ARTS &amp; DESIGN TRACK</b> <i>Bachelor's degree majoring in field(s) under the Track; or any Bachelor's degree plus at least 15 units of specialization in the relevant subject</i></p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> <i>Bachelor's degree holder; or completion of technical-vocational course(s) in the area of specialization</i></p>	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> None required</p> <p><b>ARTS &amp; DESIGN TRACK</b> None required</p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> At least NC II *Appropriate to the specialization</p>	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> None required</p> <p><b>ARTS &amp; DESIGN TRACK</b> None required</p> <p><b>TECHNICAL-VOCATIONAL LIVELIHOOD (TVL) TRACK</b> None</p>	<p><b>ACADEMIC TRACK AND CORE SUBJECTS</b> Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <ul style="list-style-type: none"> <li>Regular applicants for a contractual position: None required</li> <li>Practitioners (parttime only): None required</li> </ul> <p><b>ARTS &amp; DESIGN TRACK</b> Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring</p> <ul style="list-style-type: none"> <li>Regular applicants for a contractual position: None required</li> <li>Practitioners (parttime only): None required</li> </ul>	<p>Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Oral Communication; Written Communication; Computer/ICT Skills</p>	Schools Division of Calbayog City - Senior High
10	Teacher I	OSEC-DECSB-TCH1-541426-2016	11	20,754.00						Schools Division of Calbayog City - Senior High
11	Teacher I	OSEC-DECSB-TCH1-541430-2016	11	20,754.00						Schools Division of Calbayog City - Senior High
12	Teacher I	OSEC-DECSB-TCH1-541429-2016	11	20,754.00						Schools Division of Calbayog City - Senior High

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13	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4- 540286-2014	15	30,531.00	Bachelor's Degree relevant to the job	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Professional/2nd level eligibility	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus	Schools Division of Calbayog City - Elementary

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Schools Division Superintendent

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Administrative Officer IV

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