



Republic of the Philippines  
**Department of Education**  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF CATBALOGAN 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, Division of Catbalogan City in the CSC website:

  
**ARIES C. COMEQUE**  
HRMO II

Date: March 19, 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	Senior Education Program Specialist	OSEC-DECSB-SREPS-540014-2014	SG-19	Php48,313	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position		Division of Catbalogan City
2	Head Teacher VI (Secondary)	OSEC-DECSB-HTEACH6-540021-1998	SG-19	Php48,313	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 5 years; or Master Teacher for 4 years	PBET/Teacher RA 1080.		Samar National School
3	Head Teacher II (Elementary)	OSEC-DECSB-HTEACH2-540009-2020	SG-15	Php33,575	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	PBET/Teacher RA 1080.		Division of Catbalogan City
4	Administrative Officer IV	OSEC-DECSB-ADOF4-540270-2014	SG-15	Php33,575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Division of Catbalogan City
5	Administrative Officer II	OSEC-DECSB-ADOF2-540002-2019	SG-11	Php23,877	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Division of Catbalogan City

6	<b>Administrative Assistant II (Disbursing Officer II)</b>	OSEC-DECSB-ADAS2-540319-2017, OSEC-DECSB-ADAS2-540320-2017	SG-08	<b>Php18,251</b>	<b>Completion of two-years studies in college</b>	<b>four (4) hours of relevant trainings</b>	<b>One (1) year relevant experience</b>	Career Service (Subprofessional) First Level Eligibility		<i>Division of Catbalogan City</i>
7	<b>Administrative Assistant II (Administrative Assistant)</b>	OSEC-DECSB-ADAS2-540312-2016, OSEC-DECSB-ADAS2-540320-2016	SG-08	<b>Php18,251</b>	<b>Completion of two-years studies in college</b>	<b>four (4) hours of relevant trainings</b>	<b>One (1) year relevant experience</b>	Career Service (Subprofessional) First Level Eligibility		<i>Division of Catbalogan City</i>
8	<b>Administrative Aide VI (Clerk III)</b>	OSEC-DECSB-ADA6-540042-2014, OSEC-DECSB-ADA6-540035-2014,	SG-6	<b>Php16,200</b>	<b>Completion of two years studies in college</b>	<b>None Required</b>	<b>None Required</b>	Career Service (Subprofessional) First Level Eligibility.		<i>Division of Catbalogan City</i>

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 **March 29, 2021**.

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 **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**ARIES C. COMEQUE**  
 \_\_\_\_\_  
 HRMO II  
 \_\_\_\_\_  
 DepEd, Division of Catbalogan City  
 \_\_\_\_\_  
[depedcatbalogancitydivision15@gmail.com](mailto:depedcatbalogancitydivision15@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**