



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF CATBALOGAN CITY

Office of the Schools Division Superintendent

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: _____ January 12, 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 applicable) (if applicable)	
1	School Principal II (Senior High School)	OSEC-DECSB-SP2-540042-2016	SG-20	Php52,703	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	PBET/Teacher RA 1080.		Division of Catbalogan City
2	Teacher II (Secondary)	OSEC-DECSB-TCH2-542627-2017, OSEC-DECSB-TCH2-540025-2011, OSEC-DECSB-TCH2-540235-2009, OSEC-DECSB-TCH2-540833-2011	SG-12	Php24,495	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	One (1) year relevant experience	PBET/Teacher RA 1080.		Samar National School
3	Teacher I (Secondary)	OSEC-DECSB-TCH1-540752-2018, OSEC-DECSB-TCH1-540561-2014, OSEC-DECSB-TCH1-540753-2018, OSEC-DECSB-TCH1-571685-1998, OSEC-DECSB-TCH1-542090-2012,	SG-11	Php22,316	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET/Teacher RA 1080.		Samar National School
4	Teacher I (Secondary)	OSEC-DECSB-TCH1-541172-2015 , OSEC-DECSB-TCH1-540729-2018, OSEC-DECSB-TCH1-540731-2018	SG-11	Php22,316	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET/Teacher RA 1080.		Division of Catbalogan City

5	Senior Bookkeeper	OSEC-DECSB-SRBK-540009-2011	SG-09	Php18,784	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540083-2014, OSEC-DECSB-ADAS3-540084-2014, OSEC-DECSB-ADAS3-540317-2017, OSEC-DECSB-ADAS3-540320-2017, OSEC-DECSB-ADAS3-540319-2017	SG-09	Php18,784	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
7	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540043-2018, OSEC-DECSB-ADAS3-540037-2018, OSEC-DECSB-ADAS3-540040-2018, OSEC-DECSB-ADAS3-540041-2018	SG-09	Php18,784	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		Division of Catbalogan City
8	Administrative Assistant III (Coputer Operator II)	OSEC-DECSB-ADAS3-540045-2018	SG-09	Php18,784	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		Division of Catbalogan City
9	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540040-2014	SG-6	Php15,524	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
10	Watchman I	OSEC-DECSB-WCHM1-540069-1998	SG-2	Php12,276	Elementary school graduate	None Required	None Required	None required		Samar National School

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 **January 22, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.