



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

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must be in MS Excel format

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: May 22, 2020

| 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 (Elementary) | OSEC-DECSB-SP2-540044-2010, OSEC-DECSB-SP2-540165-2011, OSEC-DECSB-SP2-540283-2010 | SG-20 | Php52,703 | Bachelor's degree in Elementary 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 | School Principal I (Secondary) | OSEC-DECSB-SP1-540408-2010 | SG-19 | Php46,791 | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units | 40 hours of relevant training | Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years | PBET/Teacher RA 1080. | | Division of Catbalogan City |
| 3 | School Principal I (Elementary) | OSEC-DECSB-SP1-540219-2010, OSEC-DECSB-SP1-540221-2010, OSEC-DECSB-SP1-540237-2010, OSEC-DECSB-SP1-540245-2010, OSEC-DECSB-SP1-540250-2010, OSEC-DECSB-SP1-540251-2010, OSEC-DECSB-SP1-540284-2010, OSEC-DECSB-SP1-540288-2010, OSEC-DECSB-SP1-540299-2010, OSEC-DECSB-SP1-540345-2010, OSEC-DECSB-SP1-540376-2010, OSEC-DECSB-SP1-540378-2010 | SG-19 | Php46,791 | Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units | 40 hours of relevant training | Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years | PBET/Teacher RA 1080. | | Division of Catbalogan City |
| 4 | Head Teacher VI (Secondary) | OSEC-DECSB-HTEACH6-540019-1998 | SG-19 | Php46,791 | 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. | | Division of Catbalogan City |
| 5 | Senior Education Program Specialist | OSEC-DECSB-SREPS-540015-2014 | SG-19 | Php46,791 | 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 |

| | | | | | | | | | | |
|---|--------------------------------------|---|-------|-----------|---|---------------|-------------------------------------|---|--|-----------------------------|
| 6 | Master Teacher I (Secondary) | OSEC-DECSB-MTCHR1-540105-2011 | SG-18 | Php42,159 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent | None Required | Three (3) years relevant experience | PBET/Teacher RA 1080. | | Division of Catbalogan City |
| 7 | Teacher III (Secondary) | OSEC-DECSB-TCH3-540055-2003 | SG-13 | Php26,754 | Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major | None Required | Two (2) years relevant experience | PBET/Teacher RA 1080. | | Division of Catbalogan City |
| 8 | Administrative Aide III (Clerk I) | OSEC-DECSB-ADA3-540156-2004, OSEC-DECSB-ADA3-540159-2004, OSEC-DECSB-ADA3-540160-2004 | SG-3 | Php13,019 | Completion of two years studies in college | None Required | None Required | Career Service (Subprofessional) First Level Eligibility. | | Division of Catbalogan City |

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 June 2, 2020.

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:

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| ARIES C. COMEQUE |
| HRMO II |
| DepEd, Division of Catbalogan City |
| depedcatbalogancitydivision15@gmail.com |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.