

Republic of the Philippines
Department of Education- Ormoc City Division
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-Ormoc City Division in the CSC website:

MAHALIA M. LAURON

HRMO

Date: **February 17, 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	
1	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540146-2016	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Senior High
2	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540011-2014	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
3	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540060-2004	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
4	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540019-2017	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
5	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540026-2017	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
*****NOTHING FOLLOWS*****										

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 **February 27, 2021**.

1. Personal Data Sheet (CS Form 212, Revised 2017)
2. Copy of PRC Board Ratings and ID or CSC Eligibility (for non-teaching positions)
3. Performance Rating for the last 3 rating periods
4. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any

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

MAHALIA M. LAURON
Administrative Officer IV-Personnel
Brgy. Punta, Ormoc City
hr.ormoc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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6	Teacher II	OSEC-DECSB-TCH2-540445-2016	12	26,052	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the Specialization	6 mos of relevant teaching or 6 mos of industry work experience	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High
7	Teacher II	OSEC-DECSB-TCH2-540445-2016	12	26,052	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High
8	Teacher II	OSEC-DECSB-TCH2-540881-2017	12	26,052	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the Specialization	6 mos of relevant teaching or 6 mos of industry work experience	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High
9	Teacher II	OSEC-DECSB-TCH2-540881-2017	12	26,052	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High
10	Master Teacher II	OSEC-DECSB-MTCHR2-540286-2010	19	48,313	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 hrs of relevant training	1 yr as Master Teacher I or 4 yrs as Teacher III	RA 1080/ PBET/ Teacher		Secondary
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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 **February 26, 2021**.

1. Personal Data Sheet(CS Form 212, Revised 2017)
2. Copy of PRC Board Ratings and ID or CSC Eligibility(for non-teaching positions)
3. Performance Rating for the last 3 rating periods
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Teacher II	OSEC-DECSB-TCH2-540425-2016	12	26,052	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the Specialization	6 mos of relevant teaching or 6 mos of industry work experience	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/in 5 yrs after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (Part-time only): None Required.		Senior High
12	Teacher II	OSEC-DECSB-TCH2-540425-2016	12	26,052	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/in 5 yrs after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (Part-time only): None Required.		Senior High
13	Special Education Teacher I	OSEC-DECSB-SPET1-540004-2014	14	30,799	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080/ PBET/ Teacher		Elementary
14	Teacher II	OSEC-DECSB-TCH2-544816-1998	12	26,052	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 yr relevant experience	RA 1080/ PBET/ Teacher		Elementary
15	Teacher I	OSEC-DECSB-TCH1-540005-2013	11	23,877	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080/ PBET/ Teacher		Elementary
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16	Special Education Teacher III	OSEC-DECSB-SPET3-540497-2018	16	36,628	Bachelor's degree in Education with Specialization in Special Education	4 hrs of relevant training	2 yrs experience as as Special Education Teacher	RA 1080/ PBET/ Teacher		Elementary
17	Teacher III	OSEC-DECSB-TCH3-540119-2009	13	28,276	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 yrs relevant experience	RA 1080/ PBET/ Teacher		Elementary
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