

Republic of the Philippines
(Name of Agency)
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 Department of Education-Ormoc City Division in the CSC website:

MAHALIA M. LAURON

HRMO

Date: January 24, 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	Teacher I	OSEC-DECSB-TCH1-558020-1998	11	20,754	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080(Teacher) /PBET		Secondary
2	Teacher I	OSEC-DECSB-TCH1-540111-2012	11	20,754	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080(Teacher) /PBET		Secondary
3	Teacher II	OSEC-DECSB-TCH2-541374-2016	12	22,938	Bachelor of Elementary Education(BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	1 yr relevant experience	RA 1080 / Teacher / PBET		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 **February 3, 2020**.

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
5. Updated TOR showing highest education qualification
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

deped.ormoc.hrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.