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must be in MS Excel format

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:


GENIS S. MURALLOS, CESO V
(Head of Agency)

Date: 5-Jun-18

No.	Position Title	Plantilla Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Master Teacher II (Sec.)	540013-2007	10	505,168.00	Bachelors degree in Education or its equivalent, or Bachelors degree in Arts and Sciences with at least eighteen (18) units in professional education	4 hours of relevant training	1 year of relevant experience	PBET, Teacher/RA 1080		
2	Teacher II (Elem.)	544445-1998, 540426-2011	12	285,788.00	Bachelors of Elementary Education (BEED) or Bachelors degree plus 18 professional units in Education	None required	1 year of relevant experience	PBET/Teacher/RA 1080		
3	Teacher III (Elem.)	545198-1998, 545285-1998, 546758-1998	13	260,688.00	Bachelors of Elementary Education (BEED) or Bachelors degree plus 18 professional units in Education	None required	2 years of relevant experience	PBET/Teacher/RA 1080		
4	Master Teacher I (Sec.)	540067-2013	18	457,020.00	Bachelors degree in Education or its equivalent, or Bachelors degree in Arts and Sciences with at least eighteen (18) units in professional education	4 hours of relevant training	1 year of relevant experience	PBET, Teacher		
5	Teacher III (Sec.)	540473-2008	13	280,688.00	Bachelors degree or its equivalent with a major & minor, or Bachelors degree in Arts & Sciences with at least eighteen (18) units in professional education	None required	None required	PBET, Teacher		

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:

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 present position for one (1) year (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:

GENIS S. MURALLOS, CEAO V
Schools Division Superintendent
Mantahan, Marikina City, So. Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.