

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
Schools Division Superintendent

Date: 12-Sep-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 Tea. I (Sec.)	542930-1998, 540023-2001, 542914-1998,	18	38,085.00	Bachelors degree in Education or its equivalent or Bachelors degree in Arts & 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	School Principal I (Sec.)	540159-2010	19	42,099.00	Bachelors degree in Sec. Education; or Bachelors degree with 18 professional education units	40 hours of relevant training	HT for 1 year TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET, Teacher/RA 1080		
3	Teacher III (Sec.)	540885-2014, 540489-2009, 540357-2006, 540084-2013, 540887-2014,	13	24,224.00	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 training	None required	PBET, Teacher, RA 1080		

4	Teacher II (Sec.)	540427-2011	12	22,149.00	Bachelors of Secondary education (BSE) or Bachelors degree plus 18 professional units in Education with appropriate major	None required training	None required	RA 1080(Teacher)		
5	Guidance Counselor III (Sec.)	540003-2002	12	22,149.00	Master degree in Guidance & Counseling	None required training	None required	RA 1080/ Guidance Counselor		
6	Guidance Counselor I (Sec.)	540034-2011, 540035-2011, 540017-2008	11	20,179.00	Master degree in Guidance & Counseling	None required training	None required	RA 1080/ Guidance Counselor		
7	Administrative Assistant II (Disbursing Officer II) (SEC.)	540016-2007	8	17,473.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First level Eligibility		
8	Librarian III (Sec.)	540037-1998	18	38,095.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	8 hours of relevant training	2 years of relevant experience	RA 1080/ Librarian		
9	Administrative Aide I (Sec.)	540165-2004, 540172-2004, 540184-2004, 540149-2004, 540159-2004	1	10,510.00	Must be able to read & write	None required training	None required	None required		
10	Administrative Aide IV (Sec.)	540110-2004, 540115-2004, 540117-2004, 540118-2004	4	12,874.00	Completion of two years in college	None required training	None required	CS (Subprofessional) First level eligibility		

11	Administrative Assistant III (Senior Bookkeeper) (Sec.)	540075-2004	9	17,473.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First level eligibility		
12	Security Guard 1 (Sec.)	540122-1998	3	11,914.00	High School Graduate	None required training	None required	Security Guard License (MC 11, s.-Cat II)		
13	Teacher II (SHS)	541342-2017,	12	22,149.00	Bachelors degree with a major in the relevant strand/subject; or any Bachelors degree plus at least 6 units towards Masters degree in relevant strand.	None required training	None required	*Applicants for a permanent position; RA 1080 (Teacher) if not RA 1080 eligible, they must pass the LET within five (5) after the date of hiring. *Applicants for contractual position * Practitioners (Part time) None required		
14	Guidance Counselor II (Sec.)	540196-2016, 540197-2016, 540198-2016, 540199-2016, 540200-2016, 540201-2016, 540202-2016, 540203-2016, 540204-2016, 540205-2016, 540206-2016, 540207-2016, 540208-2016	12	22,149.00	Master degree in Guidance & Counseling	None required training	None required	RA 1080 (Guidance Counselor)		
15	Principal II (Elem)	540317-2010	20	47,037.00	Bachelors degree in Elementary Education; or Bachelors degree with 18 professional education units + 6 units in management	40 hours of relevant training	1 year as principal	RA 1080 (Teacher)		
10	Principal I (Elem.)	540136-2010	19	42,099.00	Bachelors degree in Elementary Education; or Bachelors degree with 18 professional education units.	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or Master Teacher for 2 years or Teacher for 5 years 1 year as Principal	PBET, Teacher/RA 1080		

17	Master Teacher II (Elem.)	540750-1998, 540009-2007	19	42,099.00	Bachelors degree in elementary education (BEED) or its equivalent.	8 hours of relevant training	2 years of relevant experience	PBET, Teacher/RA 1080		
18	Master Teacher I (Elem.)	543122-1998, 541846-1998, 541800-1998, 543177-1998,	18	38,085.00	Bachelors degree in elementary education (BEED) or its equivalent	4 hours of relevant training	1 year of relevant experience	PBET, Teacher/RA 1080		
19	Teacher III (Elem.)	540580-2014, 541433-2012, 540329-2016, 545159-1998, 545753-1998, 540838-2009, 540725-2009,	13	24,224.00	Bachelors of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education.	None required training	None required	PBET, Teacher/RA 1080		
20	Teacher II (Elem.)	540466-2012, 540629-2009, 540473-2006, 540026-2004, 540848-2009, 540450-2006, 545196-1998, 540213-2011	12	22,149.00	Bachelors of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education.	None required training	None required	PBET, Teacher/RA 1080		
21	Teacher I (Elem.)	556238-1998,	11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelors degree plus 18 professional units in Education	None required training	None required	PBET, Teacher/RA 1080		
22	Administrative Aide VI	540983-2014, 540989-2004	6	14,340.00	Completion of two years in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) First level eligibility		
23	Teacher I (Sec.)	543230-2012	11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelors degree plus 18 professional units in Education	None required training	None required	RA 1080 (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, CESO V

Schools Division Superintendent

Mantahan, Maaain City, So. Leyte

gen mur@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.