

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 in the CSC website:

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC PD, must file in MS Excel format

MARYHELLE B. LAIVE
Administrative Officer IV

Date: January 4, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plentilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393298-1998	18	42, 159.00	BACHELOR OF ELEMENTARY EDUCATION (BEE) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION; AND 18 UNITS FOR A MASTER'S DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA52-395224-2016	8	17, 505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		SENIOR HIGH SCHOOL
	TEACHER II	OSEC-DECSB-TCH2-390091-2004	12	24, 495.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
	TEACHER I	OSEC-DECSB-TCH1-4-19472-1998	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
	TEACHER I	OSEC-DECSB-TCH1-4-20267-1998	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
	TEACHER II	OSEC-DECSB-TCH2-390243-1999	12	24, 495.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (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 January 14, 2021:

1. Letter of Intent
2. 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;
3. Performance rating for the last 3 years signed by the immediate boss;
4. Updated Service Record/Certificate of Employment;
5. List approved appointment;
6. Photocopy of certificate of eligibility/eligibility;
7. Photocopy of certificate of fitness;
8. Certificate of Relevant trainings/seminars attended; and
9. Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0929-136-3325 for more details.

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

DANILO E. DESPI
Schools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Viras, Catanduanes
personnel@education.csd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and fratriation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."