



September 20, 2021

## **ANNOUNCEMENT of VACANT POSITIONS**

### **PEDRO GARCIA ELEMENTARY SCHOOL**

Vacant Position: **TEACHER II – SG 12**  
Item No.: **OSEC-DECSB-TCH2-755965-1998**  
Location: **PEDRO GARCIA ELEMENTARY SCHOOL**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education  
Experience: 1 year relevant experience  
Training: None required  
Eligibility: LET/PBET/R.A.1080 Teacher

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to **PEDRO GARCIA ELEMENTARY SCHOOL**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment** (if any);
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee; and**
10. **Position Description Form**

The School Selection Committee of this school shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007. The names of the applicants who will qualify for the interview will be posted in the bulletin board of the district office/school and the documents of the applicants shall be forwarded to the Schools Division Office for the final deliberation of the Division Human Resource Management Personnel Selection Board.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply

**THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON OCTOBER 5, 2021. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON OCTOBER 12, 2021.**

**FRANCIS JUDE D. ALCOMENDRAS**  
Administrative Officer V

Posted in:

Pedro Garcia Elementary School  
Civil Service Commission DDS FO