

Republic of the Philippines
Department of Education - Division of Digos City
Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

CIVIL SERVICE COMMISSION
JAVAO DEL SUR FIELD OFFICE

RECEIVED

DATE: 01/05/21 TIME: 5:00pm

ANTONETTE J. CUBILLAN

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions at the DEPED-Division of Digos City in the CSC website:

ALELI M. CHIONG, RN, MBA
Administrative Officer IV-HRMO

Clerk

Date: January 5, 2021

No.	Position Title(Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay/ Grade	Monthly Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	TEACHER III	OSEC-DECSB-TCH3-750072-1999	13	26,754.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	LET/PBET/R.A.1080	N/A	DIGOS CITY CENTRAL ES
2	TEACHER III	OSEC-DECSB-TCH3-750108-2002	13	26,754.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	LET/PBET/R.A.1080	N/A	G. REUSORA CENTRAL ES
3	TEACHER III	OSEC-DECSB-TCH3-750643-2016	13	26,754.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	LET/PBET/R.A.1080	N/A	PEDRO V. BASALAN ES
4	TEACHER II	OSEC-DECSB-TCH2-750178-2000	12	24,495.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	LET/PBET/R.A.1080	N/A	G. REUSORA CENTRAL ES

5	TEACHER I	OSEC-DECSB-TCH1-750652-2012	11	24,495.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	LET/PBET/R.A.1080	N/A	RIZAL CENTRAL ES
6	TEACHER I	OSEC-DECSB-TCH1-751844-2015	11	24,495.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	LET/PBET/R.A.1080	N/A	RIZAL CENTRAL ES
7	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-750001-2014	9	18,763.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	SDO
X	X	X	X	X	X	X	X	X	X	X

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. 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 20, 2021**.

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 Ratings in the last rating period (if applicable)
3. Photocopy of Certificate of Eligibility/Rating/License
4. Photocopy of the Official Transcript of Records with CAV
5. Photocopy of the Certificates of Speakership/Trainings/Seminar/Recognition/Awards/Commendations not used in the latest promotion.
6. Certificate of Employment.
7. Updated Service Record

Application Letter Address to:

CRISTY C. EPE

Schools Division Superintendent

Office of the Schools Division Superintendent

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

ALELI M. CHIONG, RN, MBA

Administrative Officer IV-HRMO

Division of Digos City

Roxas corner Lopez Jaena Streets, Barangay Zone II, Digos City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



December 23, 2020

CRISTY C. EPE
Schools Division Superintendent
Department of Education Digos City Division

Mam:

Below are the vacant position items requesting for your approval of its publication:

POSITION	ITEM NO.	NAME OF INCUMBENT	CAUSE OF VACANCY	STATION
TEACHER III	OSEC-DECSB-TCH3-750072-1999	DE LEON, HAZEL P.	PROMOTED	DIGOS CITY CENTRAL ES
TEACHER III	OSEC-DECSB-TCH3-750108-2002	RAMOS, LEONOR	RETIRED	G. REUSORA CENTRAL ES
TEACHER II	OSEC-DECSB-TCH2-750178-2000	CARTAJENAS, FE	RETIRED	G. REUSORA CENTRAL ES
TEACHER III	OSEC-DECSB-TCH3-750643-2016	MALAHAY, ROWENA	PROMOTED	PEDRO V. BASALAN ES
TEACHER I	OSEC-DECSB-TCH1-750652-2012	PAYAN, DESIE JEAN B.	PROMOTED	RIZAL CENTRAL ES
TEACHER I	OSEC-DECSB-TCH1-751844-2015	CELLEROS, IRIS B.	PROMOTED	RIZAL CENTRAL ES
ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-750001-2014	RABAYA, BONAFE B.	PROMOTED	SDO

Thank you.

Sincerely,

FRANCIS JUDE D. ALCOMENDRAS, JD, MPA ✕
Administrative Officer V

APPROVED BY:

CRISTY C. EPE
Schools Division Superintendent