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CSC FO must be in MS Excel format

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

CIVIL SERVICE COMMISSION
DAVAO DEL SUR FIELD OFFICE

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:

RECEIVED

DATE: 01/06/2021 TIME: 1:00 PM
ALELI M. CHONG, RN, MBA
Administrative Officer IV

ANTONETTE J. CUBILLA
Clerk

Date: January 6, 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 I	OSEC-DECSB-TCH1-777291-1998	11	22,316.00	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	Don Mariano Marcos ES
2	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-750134-2016	12	24,495.00	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)	N/A	Digos City Senior High School
3	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-750135-2016	12	24,495.00	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)	N/A	Digos City Senior High School
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 21, 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, CESE
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



January 5, 2021

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
GUIDANCE COUNSELOR II - 12	OSEC-DECSB-GUIDC2-750134-2016	-	-	DIGOS CITY SHS
GUIDANCE COUNSELOR II - 12	OSEC-DECSB-GUIDC2-750135-2016	-	-	DIGOS CITY SHS
TEACHER I	OSEC-DECSB-TCH1-777291-1998	BOOC, GEMMA MAY T.	DROP FROM THE ROLLS	Don Mariano Marcos ES

Thank you.

Sincerely,

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

APPROVED BY:

CRISTY C. EPE
 Schools Division Superintendent

Schools Division Office - Digos City
 RECORDS SECTION
RELEASED
 65984
 DATE: 05 JAN 2021 TIME: 3:54 PM
 BY: