



April 20, 2021

## **ANNOUNCEMENT of VACANT POSITIONS**

### **DIGOS CITY CENTRAL ELEMENTARY SCHOOL**

Vacant Position: **MASTER TEACHER II – SG 19**  
Item No.: **OSEC-DECSB-MTCHR2-750585-1998**  
Location: **DIGOS CITY CENTRAL ELEMENTARY SCHOOL**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent  
Experience: 1 year as Master Teacher I or 4 years as Teacher III  
Training: 4 hours of relevant training  
Eligibility: LET/PBET/R.A.1080

Vacant Position: **TEACHER III – SG 13**  
Item No.: **OSEC-DECSB-TCH3-750072-1999**  
Location: **DIGOS CITY CENTRAL ELEMENTARY SCHOOL**

#### **MINIMUM REQUIREMENTS**

Education: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education  
Experience: 2 years relevant experience  
Training: None required  
Eligibility: LET/PBET/R.A.1080

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 **DIGOS OCCIDENTAL DISTRICT OFFICE (for Master Teacher II applicants)** and to **DIGOS CITY CENTRAL ELEMENTARY SCHOOL (for Teacher III applicants)**.

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;*
10. **Position Description Form;** and,
11. **Neuropsychiatric examination result.**

The District Selection Committee of the district office shall deliberate the applicant's documents pursuant to MEC Order No. 10, series of 1979 for Master Teacher II vacant position. At the same time, the School Selection Committee of this school shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007 for Teacher III vacant position. 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.

**THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS SHALL BE ON MAY 5, 2021.**



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

Posted in:

- Digos Occidental District
- Digos Oriental District
- Mt. Apo District
- Digos City NHS/Other Secondary Schools
- Digos City Senior High School
- Civil Service Commission DDS FO

Schools Division of Digos City  
70341  
DATE: APR 20 2021 1:52  
BY: 