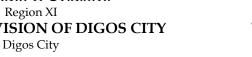


Republic of the Philippines

Department of Education

Region XI

SCHOOLS DIVISION OF DIGOS CITY





September 24, 2021

ANNOUNCEMENT of VACANT POSITIONS

DON MARIANO MARCOS ELEMENTARY SCHOOL

Vacant Position: MASTER TEACHER I – SG 18 OSEC-DECSB-MTCHR1-751650-1998 Item No:

Location: DON MARIANO MARCOS ELEMENTARY SCHOOL

MINIMUM REQUIREMENTS

Education: Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in

Education; and 18 units for a Master's degree in Education or its equivalent

Experience: 3 years relevant experience

Training: None required

LET/PBET/R.A.1080 Teacher Eligibility:

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 ORIENTAL DISTRICT OFFICE.

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:

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

The District Selection Committee of the district office shall deliberate the applicant's documents pursuant to MEC Order No. 10, series of 1979. 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 9, 2021. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON OCTOBER 16, 2021.

> FRANCIS JUDE Administrative Officer V

Posted in:

Digos Oriental District Civil Service Commission DDS FO