

Electronic copy to be submitted to the
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

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:



MYHRRRA FAYE L. BONTIA
Administrative Officer IV-HRMO

Date: **October 20, 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	MASTER TEACHER I (Senior High School)	OSEC-DECSB-MTCHR1-750056-2016	18	43,681.00	<p>*Academic Track - Master's degree in relevant strand/subject</p> <p>*Arts & Design Track - Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the relevant subject; and 18 units for a Master's degree in fields under the Strand</p> <p>*Sports Track - Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 18 units of specialization in the Strand; and 18 units for a Master's degree in fields under the Track</p> <p>*Technical Vocational Livelihood (TVL) Track - Bachelor's degree or completion of technical-vocational course(s) in the area of specialization</p>	<p>*Academic Track - 8 hours of training relevant to the subject area of specialization</p> <p>*Arts & Design Track - 8 hours of training relevant to the courses in the Track</p> <p>*Sports Track - 8 hours of training relevant to the courses in the Strand</p> <p>*Technical Vocational Livelihood (TVL) Track - At least NC II + TMC I Appropriate to the specialization</p>	<p>*Academic Track - 4 years of relevant teaching/industry work experience</p> <p>*Arts & Design Track - 3 years relevant teaching /industry work experience</p> <p>*Sports Track - 3 years relevant teaching/industry work experience</p> <p>*Technical Vocational Livelihood (TVL) Track - 1 year of teaching experience and 6 months of relevant industry work experience</p>	<p>* Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</p> <p>* Applicants for a contractual position: None required</p> <p>*Practitioners (part-time only): None required</p>	N/A	SENIOR HIGH SCHOOL IN DIGOS CITY
2	TEACHER II	OSEC-DECSB-TCH2-750098-2018	12	26,052.00	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 (Teacher)	N/A	BINATON ES

3	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750123-2014	6	16,200.00	Completion of two-year studies in college	None required	None required	Career Service (Sub- professional)/First Level Eligibility	N/A	SCHOOLS DIVISION OFFICE
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 **November 4, 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:

MYHRRA FAYE L. BONTIA

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