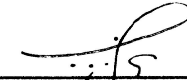


Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

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:



**MYHRR FAYE L. BONTIA**  
Administrative Officer IV-HRMO

Date: November 19, 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 (Secondary Grades)	OSEC-DECSB-MTCHR1-751772-1998	18	43,681.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	LET/PBET/ R.A.1080 (Teacher)	N/A	DIGOS CITY NHS (SCIENCE)
2	TEACHER III	OSEC-DECSB-TCH3-750674-2019	13	28,276.00	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 (Teacher)	N/A	BALABAG ES
3	TEACHER II (Secondary Grades)	OSEC-DECSB-TCH2-750322-2013	12	26,052.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year of relevant experience	LET/PBET/ R.A.1080 (Teacher)	N/A	DIGOS CITY NHS (MATHEMATICS)
4	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-750046-2010	22	68,415.00	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET/R.A.1080	N/A	SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

5	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750122-2014	6	16,200.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	DIVISION OFFICE
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 **December 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](http://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:

**MYHARRA 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**