

RECORDS SECTION

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CS Form No. 9  
Series of 2018

14 AUG 2020

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

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

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:

Posting date: August 17, 2020  
Closing date: August 27, 2020  
Date: August 10, 2020  
*(Plantilla Item)*

**ALELI M. CHIONG, RN, MBA**  
Administrative Officer IV-HRMO

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 III	OSEC-DECSB-TCH3-750642-2016	13	26,754.00	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	N/A	Ramon Magsaysay Central ES
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 **August 25, 2020**.

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:

**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**

