

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Administrative Officer IV
January 13, 2021

No.	Position Title (Parent/Child Title, if applicable)	Philippine Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Qualification Requirements	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	TEACHER II	OSEC-DECSB-TCH2-380084-2002	12	24,485.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	1 YEAR RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
2	TEACHER II	OSEC-DECSB-TCH2-380088-2010	12	24,485.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	1 YEAR RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
3	TEACHER I	OSEC-DECSB-TCH1-420180-1988	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
4	TEACHER I	OSEC-DECSB-TCH1-418507-1988	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
5	TEACHER I	OSEC-DECSB-TCH1-418785-1988	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
6	TEACHER III	OSEC-DECSB-TCH3-380073-2002	13	26,754.00	BACHELOR OF ELEMENTARY EDUCATION, OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	2 YEARS RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
7	MASTER TEACHER II	OSEC-DECSB-MTCH2-391074-1988	19	46,791.00	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	4 HOURS OF RELEVANT TRAINING	1 YEAR AS MASTER TEACHER I OR 4 YEARS AS TEACHER III	1 YEAR AS MASTER TEACHER I OR 4 YEARS AS TEACHER III	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
8	MASTER TEACHER I	OSEC-DECSB-MTCH1-383117-1988	18	42,159.00	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	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	3 YEARS RELEVANT EXPERIENCE	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)

Interested and qualified applicants should supply their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 23, 2021.

1. Letter of Interest
2. Filled Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating for the last 3 years signed by the immediate head;
4. Updated Service Record;
5. List of approved appointments;
6. Certificate of Eligibility/Registration;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant Trainings/Seminars attended; and
9. Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0292-138-3325 for more details.

QUALIFIED APPLICANTS are advised to hand in or send through courier/regular their application to:

DAMLO E. DESPI
Schools Division Superintendent
Division Office - SDO Catanduanes, San Roque, Virac, Catanduanes
personnel@doedcatanduanes.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This office strictly follows Employment Opportunity Principles. There shall be no discrimination in selection of employees on the basis of race, sex, age, religion, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity.

