

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:



MA. SHARON S. BARRIENTOS

HRMO

Date:

February 18, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|-------------------------------|---------------------------------|-------------------|---|---------------|-----------------------------|-------------------|-------------------------------|------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | MASTER TEACHER 1 | OSEC-DECSB-MTCHR1-424430-1998 | 18 | 45203 | BEED or Bachelor's Degree + 18 professional units in Education, and 18 units for a Master's Degree in Education or its equivalent | None Required | 3 years relevant experience | (RA 1080) Teacher | NA | DISTRICT OF JAMINDAN |
| 2 | TEACHER I | OSEC-DECSB-TCH1-420846-2014 | 11 | 25439 | BEED or Bachelor's Degree plus 18 professional units in Education | None Required | None Required | (RA 1080) Teacher | NA | DISTRICT OF TAPAZ WEST |
| 3 | TEACHER I | OSEC-DECSB-TCH1-467116-1998 | 11 | 25439 | BEED or Bachelor's Degree plus 18 professional units in Education | None Required | None Required | (RA 1080) Teacher | NA | DISTRICT OF PANITAN |
| 4 | TEACHER I | OSEC-DECSB-TCH1-420910-2014 | 11 | 25439 | BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major | None Required | None Required | (RA 1080) Teacher | NA | MAMBUSAO NHS |
| 5 | TEACHER II | OSEC-DECSB-TCH2-420535-2015 | 12 | 27608 | BSED or Bachelor's Degree plus 18 professional units in Education with appropriate major | None Required | 1 year relevant experience | (RA 1080) Teacher | NA | MAMBUSAO EAST NHS |

| | | | | | | | | | | |
|---|--|------------------------------|---|-------|----------------------------------|------------------------------|----------------------------|--|----|-----------------------|
| 6 | SECURITY GUARD I | OSEC-DECSB-SECG1-420183-1998 | 3 | 14125 | High School Graduate | None Required | 1 year relevant experience | Security Guard License | NA | SAPIAN NHS |
| 7 | ADMINISTRATIVE ASSISTANT - II (DISBURSING) | OSEC-DECSB-ADAS2-420072-2007 | 8 | 18998 | Completion of 2 years in College | 4 hours of relevant training | 1 year relevant experience | Career Service (Professional) / Second Level Eligibility | NA | MARCIANO PATRICIO NHS |
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INSTRUCTION/ REMARKS:

- Interested applicants , regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application along with other requirements enumerated below to the Division Office or email to capiz@deped.gov.ph
- All documents must be sent not later than March 01, 2021.

Documents:

- Letter of intent specifying the position applied.
- Fully accomplished Personal Data Sheet w/ recent pass-port sized picture (CS Form 2012, Revised 2017) which can be downloaded at www.csc.gov.ph
- Performance Rating for the last 3 rating periods (if applicable)
- Service Record, Certificate of Employment if employed by a private company , duties and functions certified by the HR Officer/ or Head of Agency
- Outstanding Accomplishments
 - Outstanding Employee Award
 - Innovation(s) duly approved by the Head of Office
 - Research and Development Projects conducted
 - Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
 - Articles published in news paper/ magazine of wide circulation
- Photocopy of Transcript of Records and/or Highest Educational Attainment
- Certificate of Trainings/Participation (relevant to the position applied for)
- Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct
- Photocopy of certificate of eligibility/license/board of rating
- Copy of Publication which can be viewed in the DepEd Capiz Division Website & csc.gov.ph

MA. SHARON S. BARRIENTOS

Administrative Officer IV/HRMO-II

Department of Education, Schools Division of Capiz

capiz@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.