

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: **December 13, 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	Public Schools District Supervisor	OSEC-DECSB-PSDS-420203-1998	22	68415	BSED or Bachelor's Degree in Secondary Education with Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	NA	DIVISION OF CAPIZ
2	Public Schools District Supervisor	OSEC-DECSB-PSDS-420209-1998	22	68415	BEED or Bachelor's Degree in Elementary Education with Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	NA	DIVISION OF CAPIZ
3	Head Teacher III	OSEC-DECSB-HTEACH3-421245-1998	16	36628	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	NA	DIVISION OF CAPIZ
4	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-420151-2010	21	60901	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	NA	JOSE DIVA AVELINO JR NHS

5	Head Teacher III	OSEC-DECSB-HTEACH3-420005-2000	16	36628	Bachelor's Degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years or Teacher for 5 years	(RA 1080) Teacher	NA	JAMINDAN NHS
6	Head Teacher II	OSEC-DECSB-HTEACH2-420002-2015	15	33575	Bachelor's Degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)	NA	IVISAN NHS
7	Head Teacher I	OSEC-DECSB-HTEACH1-420004-2021	14	30799	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization`	24 Hrs of Relevant Training	TIC For 1 year; or Teacher for 3 years	(RA 1080) Teacher	NA	PANITAN NHS
8	Master Teacher 1	OSEC-DECSB-MTCHR1-420054-2011	18	43681	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	(RA 1080) Teacher	NA	IVISAN NHS
9	Master Teacher 1	OSEC-DECSB-MTCHR1-422260-1998	18	43681	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	(RA 1080) Teacher	NA	IVISAN NHS
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INSTRUCTIONS/ 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. All documents must be sent not later than **December 27, 2021**.

Documents:

1. Letter of intent specifying the position applied.
2. Fully accomplished Personal Data Sheet with recent pass-port sized picture (CS Form 2012, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Performance Rating for the last 3 rating periods (if applicable)

4. Service Record, Certificate of Employment if employed by a private company , duties and functions certified by the HR Officer/ or Head of Agency
5. Outstanding Accomplishments
 - a. Outstanding Employee Award
 - b. Innovation(s) duly approved by the Head of Office
 - c. Research and Development Projects conducted
 - d. Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
 - e. Articles published in news paper/ magazine of wide circulation
6. Photocopy of Transcript of Records and/or Highest Educational Attainment
7. Certificate of Trainings/Participation (relevant to the position applied for)
8. 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
9. Photocopy of certificate of eligibility/license/board of rating
10. Copy of Publication which can be viewed in the DepEd Capiz Division Website & csc.gov.ph

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

MA. SHARON S. BARRIENTOS

Administrative Officer IV/HRMO-II

Department of Education, Schools Division of Capiz

capiz@deped.gov.ph

Applicants for Non-Teaching position shall apply on-line or register on the link provided <https://bit.ly/37TE176>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.