

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:

January 03, 2022

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	School Principal III	OSEC-DECSB-SP3-420178-2010	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	LUCERO NHS
2	School Principal II	OSEC-DECSB-SP2-420012-2019	20	54251	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	NA	TAPAZ NHS
	XxxxxxxX									

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 **January 17, 2022**.

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

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.