

Republic of the Philippines  
Schools Division of Cotabato City  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorize to be filled, at the (Schools Division of Cotabato City, Cotabato City) in the CSC website:

**JAILANNIE C. PALUMBI**  
**(HRMO)**

Date: **February 05, 2020**

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 I	OSEC-DECSB- MTCHR1-842001- 1998	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	PBET/LET RA 1080 (Teacher)		Cotabato City
2	Education Program Specialist II	OSEC-DECSB- EPS2-840142- 2014	16	35,106.00	Bachelor's Degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research development implementation or other relevant experience	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position		Cotabato City
3	Administrative Officer IV (Human Resource Officer II)	OSEC-DECSB- ADOF4-840132- 2014	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Cotabato City
4	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB- ADOF4-840134- 2014	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Cotabato City

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 **February 20, 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 rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**JAILANNIE C. PALUMBI**

Human Resource Development Officer

ND Village, Cotabato City

[chaezlevilo@gmail.com](mailto:chaezlevilo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**