

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 27, 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	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-840035-2004	8	17,505.00	Completion of two (2) years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career service (Sub-Professional)/First Level Eligibility		CCNHS-Main Campus
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-840003-2017	9	18,784	Completion of two (2) years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career service (Sub-Professional)/First Level Eligibility		Cotabato City
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-840008-2004	9	18,784	Completion of two (2) years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career service (Sub-Professional)/First Level Eligibility		Cotabato City
4	Teacher I	OSEC-DECSB-TCH1-854759-1998	11	22,316.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	PBET/LET RA 1080 (Teacher)		Cotabato City

5	Teacher I	OSEC-DECSB-TCH1-840148-2012	11	22,316.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
6	Master Teacher I	OSEC-DECSB-MTCHR1-842001-1998	18	42,159.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for Master's degree in Education or its equivalent	None Required	3 years relevant experience	PBET/LET RA 1080 (Teacher)		Cotabato City
7	Engineer III	OSEC-DECSB-ENG3-840133-2014	19	46,791.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080		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 **March 13, 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**  
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 Human Resource Development Officer  
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 ND Village, Cotabato City  
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[chaezzlevilo@gmail.com](mailto:chaezzlevilo@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**