

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: **January 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 III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-840036-2018	9	17,975	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
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-840027-2018	9	17,975	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 II (Disbursing Officer II)	OSEC-DECSB-ADAS2-840037-2014	8	16,282.00	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		Cotabato City
4	Teacher III	OSEC-DECSB-TCH3-840068-2005	13	25,232.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		Cotabato City

5	Teacher III	OSEC-DECSB-TCH3-842291-1998	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
6	Teacher III	OSEC-DECSB-TCH3-842158-1998	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
7	Teacher III	OSEC-DECSB-TCH3-842218-1998	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
8	Teacher III	OSEC-DECSB-TCH3-842124-1998	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
9	Teacher III	OSEC-DECSB-TCH3-842172-1998	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		CCNHS-Main Campus
10	Teacher III	OSEC-DECSB-TCH3-840101-2017	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	PBET/LET RA 1080 (Teacher)		Notre Dame Village National High School
11	Master Teacher I	OSEC-DECSB-MTCHR1-840017-2012	18	38,085.00	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)		CCNHS-Main Campus

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 11, 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;
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

chaezzlevilo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.