

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: **March 09, 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- ADAS2-840038- 2014	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		Cotabato City
2	Registrar I	OSEC-DECSB-R1 840068-2016	11	22,316	Bachelor's Degree	None Required	None Required	Career Service Professional Second Level Eligibility		Cotabato City
3	Teacher III	OSEC-DECSB- TCH3-842583- 1998	13	26,754.00	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
4	Teacher III	OSEC-DECSB- TCH3-841831- 1998	13	26,754.00	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-TCH3-840132-2011	13	26,754.00	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)		ND Village National High School
6	Teacher III	OSEC-DECSB-TCH3-842320-1998	13	26,754.00	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)		PPSTHS
7	Teacher III	OSEC-DECSB-TCH3-842199-1998	13	26,754.00	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-TCH3-842322-1998	13	26,754.00	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-TCH3-842270-1998	13	26,754.00	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-TCH3-842144-1998	13	26,754.00	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)		Canizares National High School
11	Master Teacher II	OSEC-DECSB-MTCHR2-840007-2001	19	42,099.00	Bachelor's Degree in Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 24 units for Master's degree in education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	PBET/LET RA 1080 (Teacher)		Rojas NHS

12	Master Teacher II	OSEC-DECSB-MTCHR2-840009-2001	19	42,099.00	Bachelor's Degree in Secondary Education (BSED) or Bachelor's Degree plus 18 professional units in education with appropriate major; and 24 units for Master's degree in education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	PBET/ LET RA 1080 (Teacher)		ND Village National High School
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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 24, 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

jcp@writeme.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.