

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 30, 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 II | OSEC-DECSB- TCH2-840184- 2009 | 12 | 24,495.00 | Bachelor's Degree in Elementary Education (BEED) or Bachelor's Degree plus 18 professional units Education | None Required | 1 year relevant experience | PBET/ LET RA 1080 (Teacher) | | Cotabato City |
| 4 | Teacher II | OSEC-DECSB- TCH2-840134- 2005 | 12 | 24,495.00 | 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) | | Pilot Provincial Science and Technology High School |

| | | | | | | | | | | |
|---|------------------|-------------------------------|----|-----------|---|---------------|-----------------------------|----------------------------|--|---------------------------------|
| 5 | Teacher III | OSEC-DECSB-TCH3-842284-1998 | 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 |
| 6 | Master Teacher I | OSEC-DECSB-MTCHR1-840004-2017 | 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 |
| 7 | Master Teacher I | OSEC-DECSB-MTCHR1-842003-1998 | 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 |
| 8 | Master Teacher I | OSEC-DECSB-MTCHR1-840014-2001 | 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) | | Rojas National High School |
| 9 | Master Teacher I | OSEC-DECSB-MTCHR1-842156-1998 | 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) | | Notre Dame National High School |

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 **April 15, 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@write.me

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.