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DATE: 9/17/21 TIME: 4:30

Republic of the Philippines
Department of Education - Division of Digos City
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions at the DEPED-Division of Digos City in the CSC website:

ANTOINETTE J. CUBILLA
Clerk

FRANCIS JUDE J. ALCOMENDRAS
Administrative Officer V - Highest Ranking HRMO
Date: September 16, 2021

No.	Position Title(Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay/ Grade	Monthly Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MASTER TEACHER II	OSEC-DECSB-MTCHR2-750585-1998	19	48,313.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education; and 24 units for a 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	LET/PBET/ R.A.1080 (Teacher)	N/A	DIGOS CITY CENTRAL ES
2	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-750134-2016	12	26,052.00	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)	N/A	DIGOS CITY SENIOR HIGH SCHOOL
3	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-750135-2016	12	26,052.00	Master's Degree in Guidance and Counseling	None Required	None Required	R.A. 1080 (Guidance Counselor)	N/A	DIGOS CITY SENIOR HIGH SCHOOL
X	X		X	X	X	X	X	X	X	X

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. 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 **October 1, 2021**.

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 Ratings in the last rating period (if applicable)
3. Photocopy of Certificate of Eligibility/Rating/License
4. Photocopy of the Official Transcript of Records with CAV
5. Photocopy of the Certificates of Speakership/Trainings/Seminar/Recognition/Awards/Commendations not used in the latest promotion.
6. Certificate of Employment.
7. Updated Service Record

Application Letter Address to:

CRISTY C. EPE

Schools Division Superintendent
Office of the Schools Division Superintendent

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

MYHARRA FAYE L. BONTIA

Administrative Officer IV-HRMO
Division of Digos City

Roxas corner Lopez Jaena Streets, Barangay Zone II, Digos City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED