

Republic of the Philippines
Department of Education
Schools Division Office of Kabankalan City
Request for Publication of Vacant Positions


CIVIL SERVICE COMMISSION
NEGROS OCCIDENTAL FIELD OFFICE
RECEIVED

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To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Schools Division Office of Kabankalan City in the CSC website:

ESPER HERMINO G. LEGASTE
HR SPECIALIST I
DATE: 09 FEB 2022 TIME: 10:38


CHRIS G. ERABON
HRMO

Date: February 3, 2022

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)	
3	School Principal I	OSEC-DECSB-SP1-420013-2014	19	49,835.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
4	School Principal I	OSEC-DECSB-SP1-420016-2014	19	49,835.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Carol-an NHS
5	School Principal I	OSEC-DECSB-SP1-421019-2010	19	49,835.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Binicuil NHS
6	School Principal I	OSEC-DECSB-SP1-420991-2010	19	49,835.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Tapi NHS
7	School Principal I	OSEC-DECSB-SP1-420018-2014	19	49,835.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Tagukon NHS
8	School Principal I	OSEC-DECSB-SP1-421033-2010	19	49,835.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		FGS NHS
1	Master Teacher I	OSEC-DECSB-MTCHR1-423509-1998	18	45,203.00	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	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
2	Master Teacher I	OSEC-DECSB-MTCHR1-423506-1998	18	45,203.00	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	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan

9	Head Teacher III	OSEC-DECSB-HTEACH3-421918-1998	16	38,150.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	24 hours of relevant training	Head Teacher for 2 years; or Teacher-in-Charge for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
10	Teacher III	OSEC-DECSB-TCH3-420429-2015	13	29,798.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	2 years relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
13	Teacher III	OSEC-DECSB-TCH3-420051-2014	13	29,798.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	None Required	2 years relevant experience	RA 1080 (Teacher)		Talubangi NHS
16	Teacher III	OSEC-DECSB-TCH3-432352-1998	13	29,798.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	2 years relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
17	Teacher III	OSEC-DECSB-TCH3-432364-1998	13	29,798.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	2 years relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
20	Teacher III	OSEC-DECSB-TCH3-420432-2015	13	29,798.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	2 years relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
22	Teacher III	OSEC-DECSB-TCH3-420774-2012	13	29,798.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	None Required	2 years relevant experience	RA 1080 (Teacher)		Bantayan NHS
11	Teacher II	OSEC-DECSB-TCH2-422148-2017	12	27,608.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	1 year relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
15	Teacher II	OSEC-DECSB-TCH2-420048-2017	12	27,608.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	1 year relevant experience	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
12	Teacher I	OSEC-DECSB-TCH1-458638-1998	11	25,439.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	None Required	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
14	Teacher I	OSEC-DECSB-TCH1-458635-1998	11	25,439.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	None Required	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
18	Teacher I	OSEC-DECSB-TCH1-456783-1998	11	25,439.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	None Required	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
19	Teacher I	OSEC-DECSB-TCH1-420088-2012	11	25,439.00	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	None Required	None Required	RA 1080 (Teacher)		Tampalon NHS
21	Teacher I	OSEC-DECSB-TCH1-421209-2014	11	25,439.00	Bachelor's Degree in Elementary Education; or Bachelor's Degree with 18 professional education units	None Required	None Required	RA 1080 (Teacher)		Elementary Schools SDO Kabankalan
24	Administrative Officer II	OSEC-DECSB-ADOF2-420007-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
25	Administrative Officer II	OSEC-DECSB-ADOF2-420008-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
26	Administrative Officer II	OSEC-DECSB-ADOF2-420009-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
27	Administrative Officer II	OSEC-DECSB-ADOF2-420010-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan

28	Administrative Officer II	OSEC-DECSB-ADOF2-420011-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
29	Administrative Officer II	OSEC-DECSB-ADOF2-420012-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
30	Administrative Officer II	OSEC-DECSB-ADOF2-420013-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
31	Administrative Officer II	OSEC-DECSB-ADOF2-420014-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
32	Administrative Officer II	OSEC-DECSB-ADOF2-420015-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
33	Administrative Officer II	OSEC-DECSB-ADOF2-420016-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
34	Administrative Officer II	OSEC-DECSB-ADOF2-420017-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary Schools SDO Kabankalan
35	Administrative Assistant III	OSEC-DECSB-ADAS3-420257-2014	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
36	Administrative Assistant III	OSEC-DECSB-ADAS3-420006-2014	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
37	Administrative Assistant III	OSEC-DECSB-ADAS3-420155-2018	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
38	Administrative Assistant III	OSEC-DECSB-ADAS3-420156-2018	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
39	Administrative Assistant III	OSEC-DECSB-ADAS3-420162-2018	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
40	Administrative Assistant III	OSEC-DECSB-ADAS3-420295-2017	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
41	Administrative Assistant III	OSEC-DECSB-ADAS3-420297-2017	9	20,340.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
42	Administrative Assistant II	OSEC-DECSB-ADAS2-420073-2014	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
43	Administrative Assistant II	OSEC-DECSB-ADAS2-420275-2017	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
44	Administrative Assistant II	OSEC-DECSB-ADAS2-420276-2017	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan
45	Administrative Assistant II	OSEC-DECSB-ADAS2-420277-2017	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalan

46	Administrative Assistant II	OSEC-DECSB-ADAS2-420278-2017	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Elementary Schools SDO Kabankalar
47	Administrative Assistant I	OSEC-DECSB-ADAS1-420074-2014	7	17,899.00	Completion of 2 years studies in college	None Required	None Required	CS Sub Professional First Level Eligibility		OSDS
48	Administrative Aide IV	OSEC-DECSB-ADA6-420080-2014	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	CS Sub Professional First Level Eligibility		OSDS
49	Administrative Aide IV	OSEC-DECSB-ADA6-420085-2014	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	CS Sub Professional First Level Eligibility		OSDS
23	Administrative Aide IV	OSEC-DECSB-ADA4-420183-2004	4	14,993.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Drivers License		OSDS

Interested applicants, regardless of age, gender, civil status, disability, religion, ethnicity, and political affiliation must submit their application along with other requirements enumerated below to the Division Office through the Records Unit. All documents must be submitted not later than February 28, 2022.

1. Letter of intent specifying the position applied for
2. Fully accomplished and notarized CSC Form 212 (must be computer encoded)
3. Service Record/Certificate of Employment specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office
4. Other Designations (with specific duties and responsibilities), if any
5. Position Description Form for regular employees if from other government agencies
6. Certificate of Eligibility (PRC or CSC) with License (for Licensed Professionals)
7. Performance Rating for the last 3 rating period (IPCRF/OPCRF for regular employees)
8. Certificate of Trainings after the last promotion/appointment (relevant to the position applied for)
9. Outstanding Accomplishment after the last promotion/appointment
 - a. Outstanding Employee Award
 - b. Innovation(s) duly approved by the Head of Office
 - c. Research and Development Projects conducted
 - d. Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
 - e. Articles published in news paper/ magazine of wide circulation
10. Photocopy of Transcript of Record and/or Highest Educational Attainment
11. Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copies of the original, complete and all statements therein are true and correct sworn before a person authorized to administer oath

Note: All applicants must be computer literate and shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.

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

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
Tayum St., Brgy. 8, Kabankalan City, Negros Occidental
applications.depedkabankalan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.