

Republic of the Philippines
Department of Education
Division of San Pablo
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education Division of San Pablo in the CSC website:

SUSAN DL. ORIBIANA

OIC-Schools Division Superintendent

Date: July 4, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Counselor I	OSEC-DECSB-GUIDC1-270056-2008	11	PHP 20,179.00	Master's degree in Guidance & Counseling	None Required	None required	RA 1080 (Guidance Counselor)		San Jose National High School
2	Senior Education Program Specialist	OSEC-DECSB-SREPS-270050-2015	19	PHP 42,099.00	Master's Degree in Education or its equivalent and completion of academic requirements for Master's Degree relevant to the job	8 hrs. relevant Training	2 yrs. experience in Education Research, Development, Implementation or other relevant experience	RA 1080 / Career Service (Professional) Appropriate Eligibility for 2nd Level Position		Division of San Pablo City
3	Teacher II	OSEC-DECSB-TCH2-272143-2016	12	PHP 22,149.00	Bachelor's degree w/ major in field(s) under the track or any Bachelor's degree plus 18 units of specialization in fields under the track	4 hours of training relevant to the course in the strand	2 years relevant teaching/industry work experience	RA 1080 (Teacher); if not, they must pass the LET within 5 years of hiring		San Pablo City Science High School - SHS
4	Teacher III	OSEC-DECSB-TCH3-248313-1998	13	PHP 24,224.00	Bachelor of Elementary Education (BEEd) / Early Childhood Education or Bachelor's degree plus 18-21 professional units in education	None Required	2 years of relevant experience	RA-1080/PBET/LET Passers/Teacher		CM Azcarate Elementary 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 July 14, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size 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:

SUSAN DL. ORIBIANA (c/o HR Dept.)

OIC-Schools Division Superintendent

Rizal Avenue, Brgy. VI-A, San Pablo City, Laguna

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.