

Republic of the Philippines
Department of Education - Division of Cavite Province
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Division of Cavite) in the CSC website:


CHERRYLOU D. DE MESA

Schools Division Superintendent

Date: July 05, 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	Administrative Officer II	OSEC-DECSB-ADOF2-270190-2016	11	20,179.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Schools Division Office
2	Registrar I	OSEC-DECSB-RI-270150-2016	11	20,179.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Schools Division Office
3	Administrative Assistant II	OSEC-DECSB-ADAS2-270199-2016	8	16,282.00	Completion of 2 years studies in college	Four hours of relevant training	One year of relevant experience	Career Service Subprofessional, First Level Eligibility	N/A	Schools Division Office
4	Administrative Assistant II	OSEC-DECSB-ADAS2-270207-2016	8	16,282.00	Completion of 2 years studies in college	Four hours of relevant training	One year of relevant experience	Career Service Subprofessional, First Level Eligibility	N/A	Schools Division Office
5	Administrative Assistant II	OSEC-DECSB-ADAS2-270203-2016	8	16,282.00	Completion of 2 years studies in college	Four hours of relevant training	One year of relevant experience	Career Service Subprofessional, First Level Eligibility	N/A	Schools Division Office
6	Administrative Assistant II	OSEC-DECSB-ADAS2-270152-2017	8	16,282.00	Completion of 2 years studies in college	Four hours of relevant training	One year of relevant experience	Career Service Subprofessional, First Level Eligibility	N/A	Schools Division Office

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 19, 2018**.

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.
5. Please see attached Division Memorandum No. _____ for additional requirements

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

CHERRYLOU D. DE MESA

Schools Division Superintendent

Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

depedcavite.personnel@deped.gov.ph


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Department of Education - Division of Cavite Province
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Division of Cavite) in the CSC website:



CHERRYLOU D. DE MESA
Schools Division Superintendent

Date: July 05, 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	Teacher III	OSEC-DECSB-TCH3-270484-2016	13	24,224.00	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	N/A	Schools Division Office
2	Teacher III	OSEC-DECSB-TCH3-271447-2016	13	24,224.00	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	See Division Memorandum No. 169, s. 2018	N/A	Schools Division Office
3	Teacher II	OSEC-DECSB-TCH2-270871-2016	12	22,149.00	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	N/A	Schools Division Office
4	Teacher II	OSEC-DECSB-TCH2-270818-2016	12	22,149.00	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	N/A	Schools Division Office
5	Teacher II	OSEC-DECSB-TCH2-271094-2017	12	22,149.00	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	See Division Memorandum No. 026, s. 2018	N/A	Schools Division Office
6	Teacher I	OSEC-DECSB-TCH2-272686-2016	11	20,179.00	For TVL = Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization For Academics = Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	For TVL = Atleast NC*II For Academics = None Required	None Required	PBET/LET/Teacher/RA 1080	N/A	Schools Division Office

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 19, 2018**.

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.
5. Please see attached Division Memorandum No. **169 & 26** for additional requirements

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

CHERRYLOU D. DE MESA
Schools Division Superintendent
Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
depedcavite_personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.