



July 06, 2018

SCHOOL MEMORANDUM
NO. 009 s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF TEACHER II
AND TEACHER I**

TO: All Teacher Applicants
All Department Heads
All Other Concerned

1. This office announces the processing of application for Teacher II and Teacher I positions for School Year 2018-2019 with the following Qualification Standards:

➤ **Teacher II (SG-12)**

- **Education:** Bachelor of Secondary Education; or Bachelor's Degree plus 18 professional education units
- **Eligibility:** PBET/LET/Teacher/RA 1080 (Teacher)
- **Experience:** 1 Year of Relevant Experience
- **Training:** None Required

➤ **Teacher I (SG-11)**

- **Education:** Bachelor of Secondary Education; or Bachelor's Degree plus 18 professional education units
- **Eligibility:** RA 1080 (Teacher)
- **Experience:** None Required
- **Training:** None Required

Additional Qualification: Basic knowledge in computer operations such as Microsoft Office, use of Internet, and has good communication skills.

Place of Assignment: Amaya School of Home Industries

2. Interested applicants may submit personally the photo copied documents following the arrangement of documents.

E-folder - A. Letter of Intent addressed to the School Principal

E-folder - B. Personal Data Sheet (CSC Form 212)

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

- 1. Awards
- 2. Innovations
- 3. Research
- 4. Publication
- 5. Consultant/Resource Speakers in trainings/seminars

E-folder - F. Education and Trainings

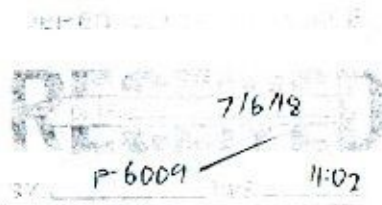
- 1. Latest Transcript of Records
- 2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. All applicants should bring the hard copy documents during evaluation and interview for validation.

4. Submit on or before **July 23, 2018 (Monday)** at the Admin Office of Amaya School of Home Industries, Sahud Ulan, Tanza, Cavite.



VICTORIO N. MEDRANO, EdD
School Principal IV



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 (AMAYA SCHOOL OF HOME INDUSTRIES/TANZA) in the CSC website.


CHERRYLOU D. DE MESA
Schools Division Superintendent

Date: July 06, 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 II	OSEC-DECSB-TCH2-270482-2012	12	Php 22,149.00	Bachelor of Secondary Education, or Bachelor's Degree plus 18 professional education units	None required	1 year relevant experience	PBET/LET/Teacher/ RA 1080	N/A	AMAYA SCHOOL OF HOME INDUSTRIES
2	TEACHER I	OSEC-DECSB-TCH1-268972-1998	11	Php 20,179.00	Bachelor of Secondary Education, or Bachelor's Degree plus 18 professional education units	None required	None required	PBET/LET/Teacher/ RA 1080	N/A	AMAYA SCHOOL OF HOME INDUSTRIES
3	TEACHER I	OSEC-DECSB-TCH1-270686-2012	11	Php 20,179.00	Bachelor of Secondary Education, or Bachelor's Degree plus 18 professional education units	None required	None required	PBET/LET/Teacher/ RA 1080	N/A	AMAYA SCHOOL OF HOME INDUSTRIES
4	TEACHER I	OSEC-DECSB-TCH1-275026-2012	11	Php 20,179.00	Bachelor of Secondary Education, or Bachelor's Degree plus 18 professional education units	None required	None required	PBET/LET/Teacher/ RA 1081	N/A	AMAYA SCHOOL OF HOME INDUSTRIES

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 23, 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 School Memorandum No. 009, for additional requirements.

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

VICTORIO N. MEDRANO, EdD
Principal IV
Sahod-Ulan, Tanza, Cavite
depedcavite.ashi@gmail.com / ashi_tanza@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.