



Republic of the Philippines
Department of Education - Division Office 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 Natic National High School/Natic District in the CSC website:



Cherrylou de Mesa
CHERRYLOU DE MESA
Schools Division Superintendent

Date: June 28, 2018

No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	TEACHER I	OSEC-DECSB-TOH1-241818-2002	11	20,179.00	BSED or Bachelor's Degree plus 18 Prof Educ units	None required	None required	None required	PBET/LET/teacherRA 1090	Natic National High School
2	TEACHER I	OSEC-DECSB-TOH1-273905-2012	11	20,179.00	BSED or Bachelor's Degree plus 18 Prof Educ units	None required	None required	None required	PBET/LET/teacherRA 1090	Natic National High School
3	TEACHER I	OSEC-DECSB-TOH1-273901-2012	11	20,179.00	BSED or Bachelor's Degree plus 18 Prof Educ units	None required	None required	None required	PBET/LET/teacherRA 1090	Natic National High School
4										
5										

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 25, 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. 09 for additional requirements

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

Mercy J. De Borja
Principal IV
Halang, Natic, Cavite
depedcavite.naticnhs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ascrol.itunit@gmail.com



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Division of Cavite
NAIC NATIONAL HIGH SCHOOL
Halang, Naic, Cavite



June 28, 2018

SCHOOL MEMORANDUM
No. 09 s.2018

CALL FOR APPLICATION FOR THE POSITION OF TEACHER I

TO: Head Teachers
All Teaching Staff
School Selection Committee
All Other Concerned

3. This office announces the opening of application for the position of Teacher I with the following Qualification Standards:


> **Teacher I (SG-11)**

- **Education:** Bachelor of Secondary Education or Bachelor's Degree plus 18 Professional Education units
- **Eligibility:** PBET/LET/Teacher/RA 1080
- **Experience:** None required
- **Training:** None required

4. Interested applicants may submit personally the **scanned documents in CD saved in e-folder or email the application at depedcavite.naicnhs@gmail.com**, following the arrangement of documents specified in DepEd Order No. 7, s. 2015:

E-folder – A. Letter of Intent addressed to the Principal
E-folder – B. Personal Data Sheet (CSC Form 212) – Revised 2017
E-folder – C. Education – Transcript of Records (Baccalaureate)
E-folder – D. Experience – Service Record or Certificate of Employment
E-folder – E. Certificate of Eligibility
E-folder – F. Certificate of Trainings attended
E-folder – G. PRC License
E-folder – H. NBI Clearance
E-folder – I. Voter's ID or any proof of residency
E-folder – J. Omnibus Certification of Authenticity & Veracity of Documents

6. If application will be submitted personally, CD cover should be labeled with applicant's name, contact number and position desired. Likewise, all applicants should bring the hard copy documents during evaluation and interview for validation.
7. Submit on or before July 25, 2018 (Wednesday) at the Principal's Office.
8. Posting and immediate dissemination of this Memorandum is desired.


MERCY J. DE BORJA
Principal IV