

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of [MUNICIPALITY OF KAWIT] in the CSC website:

7/20/18  
12-6480  
2:27

26 JUL 2018  
1:15 PM  
for Balan  
CHERRYLOU D. DE MESA  
Schools Division Superintendent

Date: July 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Appointment
					Education	Training	Experience	Eligibility		
1	TEACHER I	OSEC-DECSB-TCH1-253032-1988	SG-11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
2	TEACHER I	OSEC-DECSB-TCH1-271946-2014	SG-11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
3	TEACHER I	OSEC-DECSB-TCH1-271948-2014	SG-11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
4	TEACHER I	OSEC-DECSB-TCH1-286715-1988	SG-11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
5	TEACHER I	OSEC-DECSB-TCH1-283261-1988	SG-11	20,179.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	None Required	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
6	TEACHER II	OSEC-DECSB-TCH2-244075-1988	SG-13	24,224.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	None Required	2 Years Related Experience	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL
7	MASTER TEACHER I	OSEC-DECSB-MTCH1-240858-1988	SG-18	38,085.00	Bachelor of Elementary Education; or Bachelor's Degree plus 18 professional education units, and 24 units for a Master's degree in Education or its equivalent	None Required	3 Years Related Experience	PBT/LET/TEACHER/RA 1080		DEPEDMUNICIPAL

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 **August 9, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for the past three (3) years
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records.
5. Please see attached School Memorandum No. 2, s2018, for additional requirements

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

Name of District Supervisor : SUSAN A. AQUINO  
 Position Title : District Supervisor  
 Complete Municipality Address : Binakayan Elementary School, Compalay St. Binakayan, Kawit, Cavite  
 Municipality Email Address : [depedcavite.kawitdistrict@gmail.com](mailto:depedcavite.kawitdistrict@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

MUNICIPALITY OF KAWIT

July 20, 2018

DISTRICT MEMORANDUM  
NO. 2 , s. 2018

**CALL FOR APPLICATION FOR THE POSITION TEACHER I , TEACHER III and  
MASTER TEACHER I – Elementary**

TO: OIC, Assistant Schools Division Superintendent  
Chiefs, CID / SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PSB – Chairman & Members  
All Other Concerned

2018 JUL 20 10 28 AM  
2018

1. This office announces the opening of application for the position of Teacher I, Teacher III and Master Teacher I – Elementary with the following Qualification Standards:

- **FIVE (5) TEACHER I - ELEMENTARY (SG-11)**
  - **Education:** Bachelor of Elementary Education; or Bachelor's Degree plus 18 professional education units
  - **Eligibility:** PBET/LET/Teacher/RA 1080
  - **Experience:** none required
  - **Training:** none required
  
- **ONE (1) TEACHER III - ELEMENTARY (SG-13)**
  - **Education:** Bachelor of Elementary Education; or Bachelor's Degree plus 18 professional education units
  - **Eligibility:** PBET/LET/Teacher/RA 1080 (Teacher)
  - **Experience:** 2 years relevant experience
  - **Training:** None required
  
- **ONE (1) MASTER TEACHER I - ELEMENTARY (SG-18)**
  - **Education:** Bachelor of Elementary Education; or Bachelor's Degree plus 18 professional education units; and 24 units for a Master's degree in Education or its equivalent
  - **Eligibility:** PBET/LET/Teacher/RA 1080 (Teacher)
  - **Experience:** 3 years relevant experience
  - **Training:** None required

**Place of Assignment:** DepEd/Municipality of Kawit

2. Interested applicants shall submit personally the following documents at DepEd Municipality of Kawit, Binakayan Elementary School, Congbalay St. Binakayan, Kawit, Cavite on or before August 9, 2018 ( THURSDAY) following the arrangement of documents

- A. FOR TEACHER I
  - a. Personal Data Sheet (Form 212 ) (3 sets)
  - b. Valid PRC License /2 photocopies
  - c. Report of Rating/2 photocopies
  - d. Transcript of Records (2 photocopies)

**MUNICIPALITY OF KAWIT**

- e. PAST - 3 yrs. (should be VS with complete signature & with review period for IPCRF)  
2 photocopies (for transfer)
- f. Latest Approved Appointment (2 photocopies) if any
- g. Special Order & Clearance (if transfer) - for appointee ( 2 photocopies)
- h. Updated Service Record (2 photocopies)
- i. Medical including complete results such as : Urinalysis, X-ray, Blood Test , Drug & Psychological Test, Dental (1 copy each)
- j.. NBI (for new applicant)

**B. FOR TEACHER III**

- a. Personal Data Sheet (CSC Form 212)
- b. Performance Rating – 3 consecutive years (if any)
- c. Experience – Service Record or Certificate of Employment
- d. Outstanding Accomplishments (if any)
  - 1. Awards
  - 2. Innovations
  - 3. Research
  - 4. Publication
  - 5. Consultant/Resource Speakers in trainings/seminars
- f. Education and Trainings
  - 1. Latest Transcript of Records
  - 2. Certificates of Trainings attended
- g. Certificate of Eligibility

**C. FOR MASTER TEACHER I**

- a. Personal Data Sheet (CSC Form 212)
- b. Performance Rating – 3 consecutive years (if any)
- c. Updated PRD ID
- d. Latest Appointment
- e. Transcript of Record (M.A. if any)
- f. Service Record
- g. Demo Teaching certificate/supporting document
- h. Certificates and other supporting document for Leadership, Potential and Accomplishment

3. Posting and immediate dissemination of this Memorandum is desired.

  
**SUSAN A. AQUINO**  
District Supervisor