



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

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

*for*  
**CHERRYLOU D. DE MESA**  
Schools Division Superintendent

To: **CIVIL SERVICE COMMISSION (CSC)**

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

Date: June 26, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	TEACHER I	OSEC-DECSB-TCH1-270480-2012 /	SG-11	20,437.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	None Required	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
2	TEACHER I	OSEC-DECSB-TCH1-252766-1998 /	SG-11	20,437.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	None Required	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
3	TEACHER II	OSEC-DECSB-TCH2-245576-1998 /	SG-12	22,149.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	1 Year Related Experience	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
4	TEACHER II	OSEC-DECSB-TCH2-245588-1998 /	SG-12	22,149.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	1 Year Related Experience	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
5	TEACHER II	OSEC-DECSB-TCH2-245580-1998 /	SG-12	22,149.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	1 Year Related Experience	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
6	TEACHER II	OSEC-DECSB-TCH2-245597-1998 /	SG-12	22,149.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education.	None Required	1 Year Related Experience	PBT/LET/TEACHER/RA 1080	DEPED/MUNICIPALITY OF
7	TEACHER III	OSEC-DECSB-TCH3-244015-1998 /	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	DEPED/MUNICIPALITY OF
8	TEACHER III	OSEC-DECSB-TCH3-244085-1998 /	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	DEPED/MUNICIPALITY OF
9	TEACHER III	OSEC-DECSB-TCH3-244041-1998 /	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	DEPED/MUNICIPALITY OF

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 16, 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/rating/license; and
4. Photocopy of Transcript of Records.
5. Please see attached School Memorandum No. 1.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, Congbalay St. Binakayan, Kawit, Cavite**  
 Municipality Email Address : **depedcavite.kawitdistrict@gmail.com**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines

Department of Education  
Region IV-A (CALABARZON)  
Division of Cavite  
Trece Martires City, Cavite



Certificate Number: AJA17-0063

**MUNICIPALITY OF KAWIT**

**DISTRICT MEMORANDUM  
NO. 1 , s. 2018**

**June 26, 2018**

**CALL FOR APPLICATION FOR THE POSITION TEACHER I , TEACHER II AND TEACHER III –  
Elementary**

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

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

➤ **TWO(2) 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

➤ **FOUR (4) TEACHER II - ELEMENTARY (SG-12)**

- **Education:** Bachelor of Elementary Education; or Bachelor's Degree plus 18 professional education units
- **Eligibility:** PBET/LET/Teacher/RA 1080
- **Experience:** 1 year relevant experience
- **Training:** none required

➤ **THREE (3) 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

**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 July 16, 2018 (MONDAY) 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)
- e. PAST - 3 yrs. (should be VS with complete signature & with review period for IPCRF)  
2 photocopies (for transfer)



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0883

**MUNICIPALITY OF KAWIT**

- 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 II AND TEACHER III**

- a. Letter of Intent addressed to the Schools Division Superintendent
- b. Personal Data Sheet (CSC Form 212)
- c. Performance Rating – 3 consecutive years (if any)
- d. Experience – Service Record or Certificate of Employment
- e. 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

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

  
**SUSAN A. AQUINO**  
District Supervisor