

Republic of the Philippines
Department of Education
Division of San Pablo
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Education Division of San Pablo in the CSC website:

SUSAN DL. ORIBIANA

OIC-Schools Division Superintendent

Date: July 17, 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	Elementary School Principal I	OSEC-DECSB-SP1-271418-2010	19	PHP 42,099.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours relevant training	Head Teacher for 1 year; or TIC for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA-1080/PBET/LET Passers/Teacher		Division of San Pablo City
2	Guidance Counselor II	OSEC-DECSB-GUIDC2-270354-2016	12	PHP 22,149.00	Master's degree in Guidance & Counseling	None Required	None required	RA 1080 (Guidance Counselor)		Senior High School
3	Guidance Counselor II	OSEC-DECSB-GUIDC2-270355-2016	12	PHP 22,149.00	Master's degree in Guidance & Counseling	None Required	None required	RA 1080 (Guidance Counselor)		Senior High School
4	Guidance Counselor II	OSEC-DECSB-GUIDC2-270356-2016	12	PHP 22,149.00	Master's degree in Guidance & Counseling	None Required	None required	RA 1080 (Guidance Counselor)		Senior High School

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 27, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size 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.

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

SUSAN DL. ORIBIANA (c/o HR Dept.)
OIC-Schools Division Superintendent
Rizal Avenue, Brgy. VI-A, San Pablo City, Laguna

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.