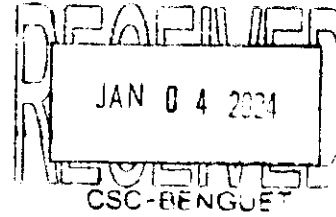


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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



[Signature]
MARICEL C. COJIMDM
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Date: 04-Jan-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Public Schools District Supervisor	OSEC-DECSB-PSDS-90051-1998	22	71,511.00	Master's Degree in Education or other relevant Master's Degree	18 hours of relevant training	5 yrs. Cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	N/A	SDO Benguet
2	School Principal I (Elementary)	OSEC-DECSB-SP1-90083-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
3	Head Teacher III (Elementary)	OSEC-DECSB-HTEACH3-90038-1998	16	39,672.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	PBET/LET/RA 1080	N/A	SDO Benguet
4	Nurse II	OSEC-DECSB-NURS2-90191-2021	16	39,672.00	Bachelor of Science in Nursing	4 hours relevant training	1 year of relevant experience	R A 1080 (Nurse)	N/A	CRSHS
5	Administrative Officer II	OSEC-DECSB-ADOFF2-90549-2022	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Sablan District

All interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation, Equal opportunity principle (EOP) should signify their interest in writing. Attach the following documents in four (4) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to the address below not later than 2024 -01- 15

- Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- Photocopy of latest appointment, if applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
- Other documents as may be required by the HRMP SB for comparative assessment, including but not limited to:
 - Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 9 is not relevant to the position to be filled, if applicable

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

QUALIFIED APPLICANTS are advised to hand in their application to:

SALLY L. BANAKEN-ULLALIM CESO V

Schools Division Superintendent

Schools Division of Benguet

vice: SANDY AN, LUDYNNIA ALINGBAS-BASUJO, ESTHER BUMAKIL-TEGAN, ELEUTERIO DANGSITULABAN, PHENILOA FONTINO, SUMALE, LORRAINE CALES

CSC Benguet Field Office

2024 -01- 04

Date of Publication

[Signature]
WALTER J. JERUSALEM
Sr. Human Resource Specialist