

2024-08-14-0670

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

Republic of the Philippines
DEPARTMENT OF EDUCATION
Davao De Oro Division
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

which are authorized to be filled at the Department of Education-Davao De Oro Division in the CSC website:

LUZ E. COMONAL
Administrative Officer IV
HRMO

Date: **August 14, 2024**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-750079-2014	6	18255	Completion of two-year studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility		SCHOOLS DIVISION OF DAVAO DE ORO
2		OSEC-DECSB-ADA6-750081-2014								SCHOOLS DIVISION OF DAVAO DE ORO
3		OSEC-DECSB-ADA6-750083-2014								SCHOOLS DIVISION OF DAVAO DE ORO
4		OSEC-DECSB-ADA6-750086-2014								SCHOOLS DIVISION OF DAVAO DE ORO
5		OSEC-DECSB-ADA6-750084-2014								SCHOOLS DIVISION OF DAVAO DE ORO
6		OSEC-DECSB-ADA6-750085-2014								SCHOOLS DIVISION OF DAVAO DE ORO
7		OSEC-DECSB-ADA6-750082-2014								SCHOOLS DIVISION OF DAVAO DE ORO
8	SPECIAL EDUCATION TEACHER III (Kindergarten)	OSEC-DECSB-SPET3-750013-2021	16	41616	Bachelor's Degree in Education with specialization in Special Education	4 hours of relevant training	Two (2) years experience as Special Education Teacher	PBET; LET; Teacher's Exam (RA 1080)		SCHOOLS DIVISION OF DAVAO DE ORO
9	SPECIAL EDUCATION TEACHER II (Elementary)	OSEC-DECSB-SPET2-750807-2016	15	38413	Bachelor's Degree in Education with specialization in Special Education	4 hours of relevant training	One (1) year experience as Special Education Teacher	PBET; LET; Teacher's Exam (RA 1080)		SCHOOLS DIVISION OF DAVAO DE ORO

10	SPECIAL EDUCATION TEACHER II (Elementary)	OSEC-DECSB-SPET2-750283-2021	15	38413	Bachelor's Degree in Education with specialization in Special Education	4 hours of relevant training	One (1) year experience as Special Education Teacher	PBET; LET; Teacher's Exam (RA 1080)	SCHOOLS DIVISION OF DAVAO DE ORO
11		OSEC-DECSB-SPET2-750808-2016							

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than **AUGUST 27, 2024**, to wit:

- 1 Letter of intent addressed to the Head of Office;
- 2 Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with Work Experience Sheet and 1 Passport size ID picture;
- 3 Photocopy of valid and updated **PRC License/ID** (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;
- 4 Photocopy of Certificate of Eligibility (**CSC**)/Report of Rating, if applicable;
- 5 Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (**CAV**) Transcript of Records (**TOR**) and Diploma/certification on **CAR**, including completion of graduate and post-graduate units/degrees, if available;
- 6 Photocopy of Certificate/s of Training, if applicable;
- 7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- 8 Photocopy of latest appointment, if applicable;
- 9 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;
- 10 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) using the attached form (**Annex C**), **notarized by authorized official**; and
- 11 Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.

LUZ E. COMONAL

Administrative Officer IV

Capitol Complex, Cabidanan, Nabunturan, Davao De Oro

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.