



NOTICE OF JOB VACANCY

Position Title: **Special Science Teachers** Salary Grade: **SG 24 (SST V)/ SG 22 (SST IV)/ SG 19 (SST III)/ SG 16 (SST II)** Area of Specialization: **English/Chemistry/Computer Science/Civil Engineering/Electronics and Communication Engineering**
Item No.: **PSHSB-SPST5-61-2017/PSHSB-SPST5-62-2017/ PSHSB-SPST4-4-2002/ PSHSB-SPST4-51-2017/ PSHSB-SPST4-52-2017/ PSHSB-SPST4-93-2017/ PSHSB-SPST4-94-2017/ PSHSB-SPST3-13-1999/ PSHSB-SPST3-21-1999/ PSHSB-SPST3-42-2017/ PSHSB-SPST3-6-2001/ PSHSB-SPST2-7-2002/ PSHSB-SPST2-8-2002/ PSHSB-SPST2-9-2002/ PSHSB-SPST2-12-1999/ PSHSB-SPST2-13-1999/ PSHSB-SPST2-2-2016**
Salary: **73,299 (SST V)/ 58,717 (SST IV)/ 42,099 (SST III)/ 31,765 (SST II)**
Place of Assignment: **PSHS–Central Mindanao Campus, Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

SST V

- Master's degree in Education or in specialized field in Science, Mathematics or in any of the related subjects
- 16 hours of relevant training
- 5 years relevant teaching experience
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

SST IV

- Master's degree in Education or in specialized field in Science, Mathematics or in any of the related subjects
- 16 hours of relevant training
- 4 years relevant teaching experience
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

SST III

- Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any related subjects, preferably Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects
- 16 hours of relevant training
- 3 years relevant teaching experience
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

SST II

- Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any related subjects, preferably Master's degree in Education or in a specialized field in Science, Mathematics or in any of the related subjects
- 8 hours of relevant training
- 2 years relevant teaching experience
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime



Job Functions:

- Provides varied learning experiences in the course he teaches in and out of the school for the full development of the capabilities of the individual students.
- Conducts formal classroom and/or laboratory work;
- Supervises students during flag ceremonies, programs/convocations, and other school activities;
- Checks and records the daily attendance of students;
- Checks on students' uniforms, ID and haircut;
- Implements a systematic checking, recording and record-keeping of student's performance;
- Accompanies and attends to students during educational trips, and other related activities;
- Implements the policies stipulated in the manuals and memoranda;
- Prepares instructional materials, tests, and activities to facilitate the teaching-learning process;
- Enforces school regulations regarding cleanliness and orderliness in the classroom and in the school campus;
- Follows a lawful directives emanating cleanliness and orderliness in the classroom and in the school campus;
- Takes care of school properties issued to him for use in relation to his work;
- Serves as examiner/proctor in the PSHS System Screening Examination;
- Performs other duties which may be assigned from time to time;
- Participates in the development of the guidance Program of the school.
- Conducts homeroom meeting;
- Provides guidance and counseling to individual students during regular consultation hours;
- Consults with other Faculty Members/Guidance Counselors on problems related to students' academic performance and behavior;
- Confer with Parents as the need arises.

Qualified applicants should submit their: (1) Application Letter; (2) Comprehensive Resume (use/fill out the CSC Form 212, Revised 2017 that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate); (3) Copy of Official Transcript of Records; (4) Authenticated Certificate of Eligibility or Board Results; (5) Certificates of training and previous employment **not later than March 29, 2019**, personally, via e-mail or through postal service. **Please send your application to the address below.**

LORVI B. PAGOROGON, RPAE, MHWQ (sgd.)

Director III

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