



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL – CENTRAL MINDANAO CAMPUS



NOTICE OF JOB VACANCY

Position Title: **SPECIAL SCIENCE TEACHER**

Area of Specialization:

- **FILIPINO**
- **STATISTICS**
- **ELECTRONICS AND COMMUNICATION ENGINEER**

Compensation Package:

- ✓ Monthly Salary (SST V – SG24 / SST IV – SG22 / SST III – SG19 / SST II - SG16 / SST I – SG13)
- ✓ Magna Carta Benefits
- ✓ Bonuses & Allowances

Place of Assignment: **Curriculum and Instruction Division, Philippine Science High School - Central Mindanao Campus, Brgy. Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

SPECIAL SCIENCE TEACHER 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
- No eligibility required (exempted under R.A. 3661)
- Filipino citizen, with good moral character, have never been found guilty / convicted of any administrative offense and/or crime

SPECIAL SCIENCE TEACHER 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
- No eligibility required (exempted under R.A. 3661)

SPECIAL SCIENCE TEACHER 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
- No eligibility required (exempted under R.A. 3661)

- Filipino citizen, with good moral character, have never been found guilty / convicted of any administrative offense and/ or crime

SPECIAL SCIENCE TEACHER 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
- No eligibility required (exempted under R.A. 3661)
- Filipino citizen, with good moral character, have never been found guilty / convicted of any administrative offense and/ or crime

SPECIAL SCIENCE TEACHER I

- Bachelor's degree in Education or in a specialized field in Science, Mathematics or in any related subjects
- 4 hours of relevant training
- 1 year relevant teaching experience
- No eligibility required (exempted under R.A. 3661)
- Filipino citizen, with good moral character, have never been found guilty / convicted of any administrative offense 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.

Note:

1. Interested and qualified applicants should submit the following:

- a. **Application Letter**;
- b. Fully accomplished **Personal Data Sheet** (use/fill out the [CSC Form 212, Revised 2017](#) which can be downloaded at www.csc.gov.ph) 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);
- c. Copy of **Official Transcript of Records & Diploma**;
- d. Copy of **Certificates of relevant training** (if there is any); and
- e. Copy of **Certificates of employment & Job Description** from previous employment (if there is any).

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than [November 21, 2022](#) at [5:00 PM](#).

FRANKLIN L. SALISID

Director III

Philippine Science High School-Central Mindanao Campus

Nangka, Balo-i, Lanao del Norte

Tel. No.: (063) 221-7463 / 09157467686

E-mail: records@cmc.pshs.edu.ph / recruitment@cmc.pshs.edu.ph

Applications with incomplete documents shall not be entertained.

PSHS-CMC abides with the existing policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the hiring process.