



Republic of the Philippines

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



## **NOTICE OF JOB VACANCY (URGENT)**

Position Title: **SPECIAL SCIENCE TEACHER**

Area of Specialization:

- **BIOLOGY**

Status: **Substitute**

Compensation Package:

- Monthly Salary: 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:

Education : Bachelor's degree in Education or in a specialized field in Biology or in any related subjects  
Training : 4 hours of relevant training  
Experience : 1 year relevant teaching experience  
Eligibility : No eligibility required (exempted under R.A. 3661)

### Job Functions:

- Provides varied learning experiences in the course he/she 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;
  - 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.
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Notes:

1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.
2. 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](http://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. Photocopy of Official Transcript of Records;
  - d. Photocopy of Certificate of Employment;
  - e. Photocopy of Certificate of Trainings;
  - f. Performance rating in the last rating period (if applicable); and
  - g. Job Description of previous employment.

**Application documents may be submitted personally, via e-mail, or courier service to the address below not later than September 30, 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](mailto:records@cmc.pshs.edu.ph) / [recruitment@cmc.pshs.edu.ph](mailto: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.