



Republic of the Philippines

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



Certificate No.
PHP QMS 21 93 0067

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.

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) 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 / 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.