

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

  
JANET B. BULA  
OIC-HRMO

Date: APRIL 4, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MASTER TEACHER II	OSEC- DECSB- MTCHR2- 540049-2023	19	51,357.00	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education will appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		STA. FE NATIONAL HIGH SCHOOL

2	SCHOOL PRINCIPAL	OSEC-DECSB-SP1-541010-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		ELEMENTARY EDUCATION
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 14, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JANET B. BULA**

Administrative Officer II(HRMO I)

San Fernando St. Brgy. G., Borongan City

[depedborongancity.hrmo@gmail.com](mailto:depedborongancity.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**