

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.

*Stromi*  
MARIA ANGELA B. ANTONIO  
HRMO

Date: 30-Jun-23

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	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540059-2004	8	19,744.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Secondary
2	Teacher III	OSEC-DECSB-TCH3-540709-2017	13	31,320.00	Bachelor's Degree in Elem. Education (BEED) or Bachelors Degree plus 18 prof. units in Education	None Required	At least 2 years relevant experience	PBET/ TEACHER/ RA-1080	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City - Elementary

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 July 10, 2023.

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 in the last rating period (if applicable);
3. Omnibus Certification of Authenticity;
4. Photocopy of trainings attended; Certificates of Awards/Recognition received;
5. Certificate of Employment with period and Actual Duties & Function and other applicable documents for ranking;
6. Photocopy of certificate of eligibility/rating/license; and
7. Photocopy of Transcript of Records.

8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**MOISES D. LABIAN, JR PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent  
Brgy. Hamorawon, Calbayog City  
**c/o MARIA ANGELA B. ANTONIO**  
Administrative Officer IV  
Brgy. Hamorawon, Calbayog City  
depedcalbayogdivision@yahoo.com