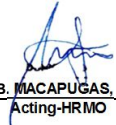


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:


MARDONIO B. MACAPUGAS, AO IV-HRMO
Acting-HRMO

Date: January 22, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	TEACHER III	OSEC-DECSB-TCH3-545628-1998	13	31,320.00	Bachelor of Elementary of Education (BEED) or Bachelor's Degree plus 18 professional unit in Education	None Required	2 years relevant experience	RA1080 (Teacher)	N/A	ELEM
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540142-2018	09	21,211.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	OSDS

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 February 1, 2024.

- 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;
 - Performance rating **in the last rating period** (if applicable);
 - Photocopy of certificate of eligibility/rating/license; and
 - Photocopy of Transcript of Records.
 - Updated Service Record
 - Copy of designation in a form of Special Order/Memo, if any
 - Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
 - Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
 - Copy of approved research, if any
 - Copy of related articles, books published in wide circulation, if any
- 11. 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:

SHERLITA A. PALMA, EdD., CESO VI
OIC-Schools Division Superintendent
San Fernando Comp. Real St. Tacloban City
hrmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.