

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:

  
ROTHEL R. CALINAO  
HRMO

Date: February 28, 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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540112-2018	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540273-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540274-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540282-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

5	<b>Administrative Assistant III (Senior Bookkeeper)</b>	<b>OSEC-DECSB-ADAS3-540283-2017</b>	<b>9</b>	<b>21,211.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
6	<b>Administrative Assistant III (Senior Bookkeeper)</b>	<b>OSEC-DECSB-ADAS3-540284-2017</b>	<b>9</b>	<b>21,211.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
7	<b>Administrative Assistant III (Senior Bookkeeper)</b>	<b>OSEC-DECSB-ADAS3-540285-2017</b>	<b>9</b>	<b>21,211.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
8	<b>Administrative Assistant III (Senior Bookkeeper)</b>	<b>OSEC-DECSB-ADAS3-540286-2017</b>	<b>9</b>	<b>21,211.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
9	<b>Administrative Assistant II (Clerk IV)</b>	<b>OSEC-DECSB-ADAS2-540080-2014</b>	<b>8</b>	<b>19,744.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
10	<b>Administrative Assistant II (Clerk IV)</b>	<b>OSEC-DECSB-ADAS2-540273-2017</b>	<b>8</b>	<b>19,744.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
11	<b>Administrative Assistant II (Clerk IV)</b>	<b>OSEC-DECSB-ADAS2-540274-2017</b>	<b>8</b>	<b>19,744.00</b>	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

12	<b>Administrative Assistant I (Accounting Machine Operator II)</b>	<b>OSEC-DECSB-ADAS1-540029-2014</b>	<b>7</b>	<b>18,620.00</b>	Completion of two-year studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
13	<b>Project Development Officer II</b>	<b>OSEC-DECSB-PDO2-540009-2014</b>	<b>15</b>	<b>36,619.00</b>	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/Second Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
14	<b>Master Teacher II (Elementary)</b>	<b>OSEC-DECSB-MTCHR2-540686-1998</b>	<b>19</b>	<b>51,357.00</b>	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Educ. And 24 units for Master's degree in Education or its equivalent	4 hours relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
15	<b>School Principal II (Elementary)</b>	<b>OSEC-DECSB-SP2-540017-2021</b>	<b>20</b>	<b>57,347.00</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
16	<b>Dentist II</b>	<b>OSEC-DECSB-DENT2-540066-1998</b>	<b>17</b>	<b>43,030.00</b>	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
17	<b>Head Teacher III (Elementary)</b>	<b>OSEC-DECSB-HTEACH3-540909-1998</b>	<b>16</b>	<b>39,672.00</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
18	<b>Head Teacher III (Elementary)</b>	<b>OSEC-DECSB-HTEACH3-540882-1998</b>	<b>16</b>	<b>39,672.00</b>	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

19	Head Teacher II	OSEC-DECSB-HTEACH2-541489-2022	15	36,619.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
20	Head Teacher II	OSEC-DECSB-HTEACH2-541473-2022	15	36,619.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080 (Teacher)	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
21	Special Science Teacher I	OSEC-DECSB-SPST1-540064-2022	13	31,320.00	Bachelor's degree in specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses	None Required	None Required	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>Applicants for a contractual position : None required</li> <li>Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
22	Special Science Teacher I	OSEC-DECSB-SPST1-540065-2022	13	31,320.00	Bachelor's degree in specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses	None Required	None Required	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>Applicants for a contractual position : None required</li> <li>Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
23	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541063-2017	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject (ACADEMIC)	None Required	None Required	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>Applicants for a contractual position : None required</li> <li>Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
24	Teacher I (Senior High School)	OSEC-DECSB-TCH1-540992-2017	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject (ACADEMIC)	None Required	None Required	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>Applicants for a contractual position : None required</li> <li>Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
25	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541766-2016	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject (ACADEMIC)	None Required	None Required	<ul style="list-style-type: none"> <li>Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>Applicants for a contractual position : None required</li> <li>Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

26	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541027-2017	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject (ACADEMIC)	None Required	None Required	<ul style="list-style-type: none"> <li>• Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring</li> <li>• Applicants for a contractual position : None required</li> <li>• Practitioners (part-time);None required</li> </ul>	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
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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 March 9, 2024.

1. Letter of Intent addressed to the Office of the Schools Division Superintendent, stating the position applied for;
2. 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);
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Updated Service Records/Certificate of Employment/Special Order of Assignment;
7. Certificates of Trainings/Attendance relevant to the position being applied for;
8. Certificate of Awards, Recognition, Appreciation, etc. and;
9. Omnibus Certification of authenticity and veracity of all documents, submitted, duly signed and notarized.
10. 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:

**ROTHEL R. CALINAO**  
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 HRMO  
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 Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines  
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[hmodepedsamar@deped.gov.ph](mailto:hmodepedsamar@deped.gov.ph)

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