

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:

JULIUS CESAR L. DE LA CERNA
HRMO

Date: January 9, 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 II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540123-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Division |
| 2 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540124-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Division |
| 3 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540122-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Division |
| 4 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540121-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Division |
| 5 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540093-2018 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 6 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540094-2014 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 7 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540125-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 8 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540094-2018 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay National High School |
| 9 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540008-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 10 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540009-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 11 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540007-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 12 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540006-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 13 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540005-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 14 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540004-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 15 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540003-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 16 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540002-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 17 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540001-2016 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Baybay City Senior High School |
| 18 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540126-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Bunga National High School |
| 19 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540006-2014 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Makinhas National High School - Ciabu Annex |

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|----|---|------------------------------|----|-------|--|--|--|---|--|---|
| 20 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540127-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Plaridel National High School |
| 21 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540128-2017 | 8 | 19744 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Pomponan National High School |
| 22 | Administrative Assistant I (Accounting Machine Operator II) | OSEC-DECSB-ADAS1-540048-2014 | 7 | 18620 | Completion of two years studies in college | None required | None required | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 23 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540255-2014 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 24 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540152-2018 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 25 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540146-2018 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 26 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540153-2018 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 27 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540270-2014 | 9 | 21211 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 28 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-540077-2014 | 6 | 17553 | Completion of two years studies in college | None required | None required | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 29 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-540078-2014 | 6 | 17553 | Completion of two years studies in college | None required | None required | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 30 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-540079-2014 | 6 | 17553 | Completion of two years studies in college | None required | None required | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 31 | Administrative Aide VI (Clerk III) | OSEC-DECSB-ADA6-540080-2014 | 6 | 17553 | Completion of two years studies in college | None required | None required | Career Service Subprofessional/ (First Level Eligibility) | | Office of the Schools Division Superintendent |
| 32 | Education Program Supervisor | OSEC-DECSB-EPSVR-540049-2014 | 22 | 71511 | Master's degree in Education or other relevant Master's degree with specific area of specialization | 8 hours of relevant training | 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher | RA 1080 (Teacher) | | Curriculum Implementation Division |
| 33 | Education Program Supervisor | OSEC-DECSB-EPSVR-540051-2014 | 22 | 71511 | Master's degree in Education or other relevant Master's degree with specific area of specialization | 8 hours of relevant training | 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher | RA 1080 (Teacher) | | Curriculum Implementation Division |
| 34 | Teacher II | OSEC-DECSB-TCH2-540013-2017 | 12 | 29165 | For Academic Track: Bachelor's degree with a major in the relevant strand/subject; or any bachelor's degree plus atleast 6 units towards Master's degree in relevant strand/subject. For TVL Track: Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization. | For Academic Track: None required. For TVL Track: Atleast NC II + TMC I appropriate to the specialization | For Academic Track: None required. For TVL Track: 6 months of relevant teaching or 6 months of industry work experience | 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. Applicants for a contractual position: None required. Practitioners (part-time only): None required. | | Baybay City Senior High School |

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 January 19, 2024.

1. Letter of Intent;
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;
3. Photocopy of certificate of eligibility/rating/license (if any);
4. Updated Service Record (if any);
5. Latest approved appointment (if any);
6. Approved performance rating in the last three (3) rating periods (if any);
7. Photocopy of Transcript of Records (if any);
8. Certificate of outstanding accomplishments (if any);
9. Certificate of trainings attended (if any);
10. Any other relevant documents;
11. DepEd Baybay promotes equal employment opportunity and highly encourages all interested and qualified applicants regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation, including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE), to apply.
12. Applicants who submitted their application via email are requested to bring the hardcopies of their documents during the conduct of the open ranking.

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

JULIUS CESAR L. DE LA CERNA
Administrative Officer IV/HRMO
Diversion Road, Brgy. Gaas Baybay City, Leyte
bavbaycitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.