

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: December 18, 2023

| 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 Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540433-2023 | 11                      | 27000          | Bachelor's degree                     | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |
| 2   | Administrative Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540434-2023 | 11                      | 27000          | Bachelor's degree                     | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |
| 3   | Administrative Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540435-2023 | 11                      | 27000          | Bachelor's degree                     | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |
| 4   | Administrative Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540436-2023 | 11                      | 27000          | Bachelor's degree                     | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |
| 5   | Administrative Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540437-2023 | 11                      | 27000          | Bachelor's degree                     | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |
| 6   | Project Development Officer I                        | OSEC-DECSB-PDO1-540090-2023  | 11                      | 27000          | Bachelor's degree relevant to the job | None required | None required | Career Service Professional (Second Level Eligibility) |                            | Baybay City Division |

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 December 28, 2023.

- Letter of Intent;
- 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);
- Photocopy of certificate of eligibility/rating/license;
- Updated Service Record;
- Latest approved appointment (if any);
- Approved performance rating in the last three (3) rating periods;
- Photocopy of Transcript of Records.
- Certificate of outstanding accomplishments (if any);
- Certificate of trainings attended (if any);
- Any other relevant documents;
- 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.
- 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  
[baybavcitydivision@yahoo.com](mailto:baybavcitydivision@yahoo.com)

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