

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:

**LERMAFLOR G. NAPOLES**  
**Administrative Officer IV**

Date: March 8, 2022

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 (Computer Operator II)	OSEC-DECSB-ADAS3-540007-2018	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility / Data Encoder Eligibility	N/A	Elementary
2	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540008-2018	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility / Data Encoder Eligibility	N/A	Elementary
3	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-5400010-2018	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility / Data Encoder Eligibility	N/A	Elementary
4	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540061-2004	8	₱18,998.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility / Data Encoder Eligibility	N/A	Elementary
5	Administrative Assistant I (Computer Operator I)	OSEC-DECSB-ADAS1-540043-2014	7	₱17,899.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility / Data Encoder Eligibility	N/A	Elementary
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540003-2017	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540004-2017	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary

8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540007-2017	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540067-2014	9	₱20,402.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
10	Disbursing Officer II	OSEC-DECSB-DO2-540031-2007	8	₱18,997.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
11	Disbursing Officer II	OSEC-DECSB-DO2-540004-2011	8	₱18,997.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
12	Disbursing Officer II	OSEC-DECSB-DO2-540002-2009	8	₱18,997.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
13	Disbursing Officer II	OSEC-DECSB-DO2-540002-2011	8	₱18,997.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
14	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540086-2004	6	₱16,877.00	Completion of two years studies	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
15	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-540103-2004	1	₱12,517.00	Must be able to read and write	None Required	None Required	None Required (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 - Cat III)	N/A	Secondary
16	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540087-2004	6	₱16,877.00	Completion of two years studies	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
17	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540058-2014	6	₱16,877.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
18	Security Guard I	OSEC-DECSB-SECG1-540166-1998	3	₱14,125.00	High School Graduate	None Required	None Required	Security Guard License (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 - Cat IV)	N/A	Secondary
19	Security Guard I	OSEC-DECSB-SECG1-540168-1988	3	₱14,125.00	High School Graduate	None Required	None Required	Security Guard License (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 - Cat IV)	N/A	Secondary
20	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540186-2016	8	₱18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Senior High School

21	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540193-2016	8	₱18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Senior High School
22	Teacher III (Senior High School)	OSEC-DECSB-TCH3-540156-2016	13	₱29,798.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject	4 hours of training relevant to the subject area of specialization	1 year of relevant teaching/industry work experience	<b>Applicants for a permanent position:</b> RA 1080 (Teacher); if not, they must pass the LET within five (5) years of first hiring <b>Applicants for contractual Practitioners (part-time only):</b> None required	N/A	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 **March 21, 2022**.

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) (1 copy)
2. Approved Performance Rating in the last three (3) rating periods.
3. Authenticated copy of PRC License/CSC Eligibility (1 copy)
4. Authenticated copy of Transcript of Records/Certification of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy)
5. Updated Service Records, if any (1 copy)
6. Copy of previously approved appointment, if any (1 copy)
7. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate)
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three or more training activities participated in school, district, division or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate)
9. Authorship of books articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.
10. Designation Orders, and other documents that have bearing in the evaluation.

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

**JUDELLA R. LUMPAS EdD, CESO VI**

OIC-Office of the Schools Division Superintendent

DepEd Biliran, Larrazabal, Naval, Biliran

[biliran@deped.gov.ph](mailto:biliran@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

INTERESTED APPLICANTS MUST REGISTER TO [https://bit.ly/NT\\_TR\\_InfoPage](https://bit.ly/NT_TR_InfoPage)