


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 / HRMO II
Date: **March 14, 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	Special Science Teacher I	OSEC-DECSB-SPST1-540008-2022	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	RA 1080 (Teacher) Secondary; if not RA 1080 eligible, they must pass the LET within (5) years after the date of first hiring	N/A	Senior High School (DOST SCHOLAR GRADUATE 10612)
2	Teacher III	OSEC-DECSB-TCH3-540462-2014	13	₱31,320.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
3	Teacher III	OSEC-DECSB-TCH3-540629-2014	13	₱31,320.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
4	Teacher II	OSEC-DECSB-TCH2-540221-2014	12	₱29,165.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
5	Teacher II	OSEC-DECSB-TCH2-540638-2012	12	₱29,165.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
6	Teacher I	OSEC-DECSB-TCH1-540039-2014	11	₱27,000.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Secondary
7	Teacher I	OSEC-DECSB-TCH1-540338-2011	11	₱27,000.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Secondary

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8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540146-2021	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540096-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540097-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540098-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540099-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540100-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540101-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540102-2023	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary

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16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540103-2023	11	₱27,000.00	Bachelor's degree relevant to the job.	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540104-2023	11	₱27,000.00	Bachelor's degree relevant to the job.	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Elementary
18	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540001-2017	9	₱21,211.00	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	OSDS
19	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540003-2017	9	₱21,211.00	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
20	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540004-2017	9	₱21,211.00	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
21	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540072-2014	9	₱21,211.00	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
22	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540015-2018	9	₱21,211.00	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
23	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540014-2017	9	₱21,211.00	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

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24	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540012-2017	9	₱21,211.00	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
25	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540010-2014	9	₱21,211.00	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

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 25, 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 (1 copy)
- Approved Performance Rating in the last three (3) rating periods.
- Authenticated copy of PRC License/CSC Eligibility (1 copy)
- Authenticated copy of Transcript of Records/Certification of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy)
- Updated Service Records, if any (1 copy)
- Copy of previously approved appointment, if any (1 copy)
- Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate)
- 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)
- Autorship 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.
- Designation Orders, and other documents that have bearing in the evaluation.
- 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).
- INTERESTED APPLICANTS MUST REGISTER TO https://bit.ly/NT_TR_InfoPage

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

LAM H. CERVANTES, CESO V
Schools Division Superintendent
DepEd Biliran, Larrazabal, Naval, Biliran
biliran@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.