


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:

  
**NANETTE G. PLA**  
Administrative Officer V

Date: **April 24, 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	Public Schools District Supervisor (Elementary Grades)	OSEC-DECSB-PSDS-540163-1998	22	₱71,511.00	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 year cumulative experience in instructional supervision and school management	RA 1080, as amended (Teacher)	N/A	Elementary
2	School Principal IV (Elementary Grades)	OSEC-DECSB-SP4-540011-2020	22	₱71,511.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units +6 units of Management	40 hours of relevant training	3 years as Principal	RA 1080, as amended (Teacher)	N/A	Elementary
3	Teacher II (Senior High School)	OSEC-DECSB-TCH2-540910-2017	12	₱29,165.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	<b>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): None required</b>	N/A	Senior High School
4	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541567-2017	11	₱27,000.00	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional Units in Education	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Elementary
5	Administrative Officer II (Elementary Grades)	OSEC-DECSB-ADOF2-540105-2020	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second 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 **May 5, 2023**.

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

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					Education	Training	Experience		

(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.

11. 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).

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

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

LANI H. CERVANTES, CESO VI  
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.**