

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:

September 12, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Education Program Specialist II	OSEC-DECSB-EPS2-540040-2014	16	₱39,672.00	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET: Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	School Governance and Operations Division
2	Education Program Supervisor	OSEC-DECSB-EPSVR-540103-2010	22	₱71,511.00	Masters degree in education or other relevant degrees Masters degree with a specific area of specialization	8 hours of training in management and supervision	At least 2 years experience as a Principal or Head Teacher or Master Teacher	PBET / LET / RA 1080	N/A	Curriculum Implementation Division
3	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540071-2004	6	₱17,533.00	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	Office of the Schools Division Superintendent
4	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540072-2004	6	₱17,533.00	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	Office of the Schools Division Superintendent
5	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540180-2016	8	₱19,744.00	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
6	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540088-2004	4	₱15,586.00	Completion of two years studies	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	N/A	Secondary
7	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540089-2004	4	₱15,586.00	Completion of two years studies	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	N/A	Secondary

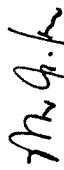
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 25, 2023**.

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 (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)

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					Education	Training	Experience			

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.
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

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.