

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 23, 2021

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-ADOF2-540143-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540144-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540145-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540146-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540147-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540148-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
7	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540149-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary

8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540150-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540151-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Elementary
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540152-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Inasuyan Integrated School
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540153-2021	11	₱23,877.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)	N/A	Pinamihagan Integrated 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 **October 04, 2021**.

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 for the last three (3) consecutive rating periods prior to screening. For School Year: 2020-2021, 2019-2020, 2018-2019), For Calendar Year: 2020, 2019, 2018. (1 copy of each rating period)
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)**