

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  
Date: **November 28, 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	Master Teacher II (Elementary Grade)	OSEC-DECSB-MTCHR2-540674-1998	19	₱49,835.00	Bachelor of Elementary Education (BEEEd.) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080, as amended (Teacher)	N/A	Elementary
2	Master Teacher I (Elementary Grade)	OSEC-DECSB-MTCHR1-542111-1998	18	₱45,203.00	Bachelor of Elementary Education (BEEEd.) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Elementary
3	Master Teacher I (Secondary Grade)	OSEC-DECSB-MTCHR1-540104-2011	18	₱45,203.00	Bachelor of Secondary Education (BSEEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
4	Master Teacher I (Secondary Grade)	OSEC-DECSB-MTCHR1-540005-2001	18	₱45,203.00	Bachelor of Secondary Education (BSEEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
5	Master Teacher I (Secondary Grade)	OSEC-DECSB-MTCHR1-543084-1998	18	₱45,203.00	Bachelor of Secondary Education (BSEEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary

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6	Master Teacher I (Secondary Grade)	OSEC-DECSB-MTCHR1-542870-1998	18	₱45,203.00	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
7	Master Teacher I (Secondary Grade)	OSEC-DECSB-MTCHR1-540159-2018	18	₱45,203.00	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
8	Head Teacher V (secondary Grade)	OSEC-DECSB-HTEACH5-540124-2016	18	₱45,203.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 4 years; or MT for 3 years	RA 1080, as amended (Teacher)	N/A	Secondary
9	Administrative Officer I (Cashier)	OSEC-DECSB-ADOF1-540070-2004	10	₱22,190.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Secondary
10	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540066-2004	4	₱14,993.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	N/A	Secondary
11	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540087-2004	4	₱14,993.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	N/A	Secondary

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12	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540089-2004	4	₱14,963.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	N/A	Secondary
13	Administrative Aide I (Utility Worker)	OSEC-DECSB-ADA1-540103-2004	1	₱12,517.00	Must be able to read and write	None Required	None Required	None Required	N/A	Secondary
14	Security Guard I	OSEC-DECSB-SECG1-540168-1998	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
15	Security Guard I	OSEC-DECSB-SECG1-540168-1998	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
16	Watchman I	OSEC-DECSB-WCHM1-540079-1998	2	₱13,305.00	Elementary School Graduate	None Required	None Required	None Required, MC 11 s.96 Cat. 3	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 **December 09, 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.

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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:

**JUELLEA R. LUMPAS EdD, 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.