


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 S. NAPOLES
Administrative Officer IV / HRMO II
Date: **December 29, 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	Project Development Officer I (Senior High School)	OSEC-DECSB-PDO1-540021-2016	11	₱27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Senior High School
2	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540004-2018	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	Elementary
3	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540007-2018	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	Elementary
4	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540005-2017	8	₱19,744.00	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
5	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540008-2017	8	₱19,744.00	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
6	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540058-2014	6	₱17,553.00	Completion of two years studies	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility	N/A	Elementary

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7	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540018-2018	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	Secondary
8	Master Teacher I (Elementary Grades)	OSEC-DECSB-MTCHR1-542102-1998	18	₱46,725.00	Bachelor of Elementary Education (BEEd) 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
9	Master Teacher I (Elementary Grades)	OSEC-DECSB-MTCHR1-540032-2000	18	₱46,725.00	Bachelor of Elementary Education (BEEd) 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
10	Master Teacher I (Elementary Grades)	OSEC-DECSB-MTCHR1-540086-2018	18	₱46,725.00	Bachelor of Elementary Education (BEEd) 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

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
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11	School Principal I (Elementary Grades)	OSEC-DECSB-SP1-540912-2010	19	₱51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year.; or Teacher in Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	RA 1080, as amended (Teacher)	N/A	Elementary
12	Head Teacher II (Secondary Grades)	OSEC-DECSB-HTEACH2-540008-2001	15	₱36,619.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	HT for 1 year; or TIC for 1 year; or Teacher for 4 years	RA 1080, as amended (Teacher)	N/A	Secondary
13	Master Teacher I (Secondary Grades)	OSEC-DECSB-MTCHR1-540046-2012	18	₱46,725.00	Bachelor of Secondary Education (BSEd) 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	Secondary
14	Master Teacher I (Secondary Grades)	OSEC-DECSB-MTCHR1-540001-2003	18	₱46,725.00	Bachelor of Secondary Education (BSEd) 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	Secondary

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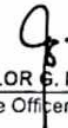
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15	Master Teacher I (Secondary Grades)	OSEC-DECSB-MTCHR1-540110-2014	18	₱46,725.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
16	Teacher II (Secondary Grades)	OSEC-DECSB-TCH2-540124-2022	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
17	Teacher II (Secondary Grades)	OSEC-DECSB-TCH2-540052-2000	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
18	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541391-2016	11	₱27,000.00	ACAD: Bachelor's degree with a major in the relevant strand/subject, or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject TVL: Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II *Appropriate to the specialization	ACAD: None Required TVL: None Required	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	N/A	Senior High School

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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 **January 12, 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)
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:

LANI H. CERVANTES, CESO VI

Schools Division Superintendent
DepEd Biliran, Larrazabal, Naval, Biliran

biliran@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.