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must be in MS Excel format

CSC Form No. 9
Revised 2018

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

Request for Publication of Vacant Positions in the CSC
HRMO
CONIE ANN A. CHUA

Date: NOVEMBER 25, 2022

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:

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	Teacher III	OSEC-DECSB-TCH3-540343-2011	13	29,798.00	Bachelor of Elementary Education (BEEEd) or bachelor's degree plus 18 professional units in education with appropriate major	None Required	2 years relevant experience	RA 1080		Elementary Education
2	Special Education Teacher	OSEC-DECSB-SPET1-540008-2014	14	32,321.00	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080		Elementary Education

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 5, 2022.

www.csc.gov.ph;

which can be downloaded at www.csc.gov.ph;

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
2. Performance rating for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

CONIE ANN A. CHUA

Administrative Officer IV(HRMO II)
San Fernando St. Brgy. G., Borongan City
depedborongancity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.