

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:


ARIES C. COMEQUE
HRMO

Date: September 24, 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	Medical Officer III	OSEC-DECSB-MDOF3-540004-2018	21	60901	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Division of Catbalogan City
2	Master Teacher II	OSEC-DECSB-MTCHR2-540594-1998	19	48313	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	Four (4) hours of relevant training	One (1) year as MT I, or four (4) years as Teacher III	PBET/ TEACHER/ RA-1081		Samar National School
3	Master Teacher II	OSEC-DECSB-MTCHR2-540025-2002	19	48313	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	Four (4) hours of relevant training	One (1) year as MT I, or four (4) years as Teacher III	PBET/ TEACHER/ RA-1081		Catbalogan National Comprehensive High School
4	Master Teacher I	OSEC-DECSB-MTCHR1-540010-2003	18	43681	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	Three (3) years relevant experience	PBET/ TEACHER/ RA-1081		Samar National School

5	Master Teacher I	OSEC-DECSB-MTCHR1-543504-1998	18	43681	Bachelor's degree in Elementary Education or Bachelor's degree plus 18 professional units in education and 18 units for a Masters Degree in Education	None Required	Three (3) years relevant experience	PBET/TEACHER/ RA-1081		Division of Catbalogan City
6	Education Program Specialist II	OSEC-DECSB-EPS2-540022-2014	16	36628	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years in experience education, research, development, implementation or other relevant experience	RA 1080/ Career Service Professional/ Appropriate Eligibility for Second Level Position		Division of Catbalogan City
7	Head Teacher II	OSEC-DECSB-HTEACH2-540009-2020	15	33575	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 1 year; or Teacher for 4 years	PBET/TEACHER/ RA-1080		Division of Catbalogan City
8	Accountant I	OSEC-DECSB-A1-540018-1998	12	26052	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)		Division of Catbalogan City
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540173-2020	11	23877	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540254-2021	11	23877	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540255-2021	11	23877	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540256-2021	11	23877	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City

13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540319-2017	8	18251	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540320-2017	8	18251	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540324-2017	8	18251	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
16	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540315-2016	8	18251	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
17	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540035-2014	6	16200	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
18	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540036-2014	6	16200	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility)		Division of Catbalogan City
19	Security Guard I	OSEC-DECSB-SECG1-540119-1998	3	13572	High school graduate	None Required	None Required	Security Guard License (MC 11, s. 1996 - Cat. IV)		Division of Catbalogan City

We are an equal opportunity agency and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identify (SOGI), civil status, disability, religion, ethnicity or political affiliations.

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 7, 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;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ARIES C. COMEQUE

HRMO II

DepEd, Division of Catbalogan City

depedcatbalogancitydivision15@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.