

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:

**ALVIN F. TANTUAN**  
Administrative Officer V

Date: February 4, 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	ADMINISTRATIVE ASSISTANT II (DIBURSING OFFICER II)	OSEC-DECSB-ADAS2-540091-2014	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
2	ADMINISTRATIVE ASSISTANT II (DIBURSING OFFICER II)	OSEC-DECSB-ADAS2-540078-2017	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
3	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540098-2016	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
4	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540079-2016	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
5	ADMINISTRATIVE ASSISTANT II (DIBURSING OFFICER II)	OSEC-DECSB-ADAS2-540095-2017	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE

6	TEACHER I (GENERAL ACADEMICS)	OSEC-DECSB- TCH1-541579- 2016	11	25439	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.	None required	None required	RA 1080(Teacher) for permanent appointment; if not RA1080 eligible, they must pass the LET within five(5) years after the date of first hiring. Applicants for a contractual position: None required		DIVISION OF LEYTE
7	TEACHER I	OSEC-DECSB- TCH1-567872- 1998	11	25439	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/LET		TANAUAN NHS

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 February 14, 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);
2. Performance rating **in the last rating period** (if applicable);
3. Original or properly authenticated copy of certificate of eligibility/rating/license; and
4. Original or properly authenticated copy of Transcript of Records.

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

**MANUEL P. ALBAÑO, PhD., CESO V**  
Schools Division Superintendent  
Candahug, Palo, Leyte  
[recruitment.leyte@deped.gov.ph](mailto:recruitment.leyte@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**