

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: March 1, 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	TEACHER II (GENERAL ACADEMICS)	OSEC-DECSB-TCH2-540604-2022	12	29165	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in 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 Practitioners (part-time only): None required		DIVISION OF LEYTE
2	TEACHER II (GENERAL ACADEMICS)	OSEC-DECSB-TCH2-540178-2017	12	29165	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in 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 Practitioners (part-time only): None required		DIVISION OF LEYTE
3	TEACHER II (GENERAL ACADEMICS)	OSEC-DECSB-TCH2-540364-2016	12	29165	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in 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 Practitioners (part-time only): None required		DIVISION OF LEYTE

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 March 11, 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;
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.
5. 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).

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2- 540269-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		LIBAS NHS
2	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2- 540015-2020	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
3	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2- 540021-2020	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
4	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2- 540050-2020	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE

5	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540089-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
6	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540094-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
7	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540117-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
8	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540128-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
9	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540134-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
10	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540135-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
11	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540136-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
12	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540139-2021	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
13	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540046-2017	9	21211	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

14	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540048-2017	9	21211	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
15	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540052-2017	9	21211	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
16	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540072-2017	9	21211	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
17	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540073-2017	9	21211	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
18	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540077-2017	9	21211	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
19	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540083-2017	9	21211	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
20	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540084-2017	9	21211	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
21	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540085-2017	9	21211	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
22	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540107-2014	9	21211	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

23	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540109-2014	9	21211	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
24	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540110-2014	9	21211	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
25	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540117-2014	9	21211	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
26	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540122-2014	9	21211	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
27	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540130-2014	9	21211	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
28	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540134-2014	9	21211	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
29	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540137-2014	9	21211	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
30	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540144-2014	9	21211	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
31	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540146-2014	9	21211	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

32	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540147-2014	9	21211	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
33	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540150-2014	9	21211	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
34	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540152-2014	9	21211	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
35	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540159-2014	9	21211	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
36	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540041-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
37	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540047-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
38	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540049-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
39	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540071-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
40	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540086-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE

41	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540092-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
42	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540094-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE

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Schools Division Superintendent

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