

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: May 2, 2024

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-TCH2-540390-2016	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
2	TEACHER I	OSEC-DECSB-TCH1-543598-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		CALUBIAN NHS
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-542994-1998	18	46725	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education w/ appropriate major; and 18 units for a Master's degree in Education or its equivalent.	None required	3 years relevant experience	RA 1080 (TEACHER)/ PBET/LET		DAMULAN NHS

4	TEACHER III	OSEC-DECSB-TCH3-540406-2021	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		DAMULAAN NHS
5	TEACHER II	OSEC-DECSB-TCH2-540132-2003	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		DAMULAAN NHS
6	TEACHER I	OSEC-DECSB-TCH1-543663-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		DAMULAAN NHS
7	TEACHER I (TVL)	OSEC-DECSB-TCH1-541243-2016	11	27000	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II Appropriate to the specialization	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
8	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SPST1-540036-2020	13	31320	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses.	None required	None required	RA 1080 (Teacher) Secondary; 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		DIVISION OF LEYTE
9	HEAD TEACHER I	OSEC-DECSB-HTEACH1-540082-2016	14	33843	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (TEACHER)/ PBET/LET		SAN AGUSTIN NHS
10	TEACHER III	OSEC-DECSB-TCH3-540625-2016	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		SAN AGUSTIN NHS

11	TEACHER I	OSEC-DECSB-TCH1-541772-2015	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		SAN AGUSTIN NHS
12	TEACHER III	OSEC-DECSB-TCH3-540054-2010	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		LEYTE AGRO- INDUSTRIAL SCHOOL
13	TEACHER II	OSEC-DECSB-TCH2-540002-2008	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		LEYTE AGRO- INDUSTRIAL SCHOOL
14	TEACHER I	OSEC-DECSB-TCH1-543420-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		TSCHI
15	TEACHER III	OSEC-DECSB-TCH3-540698-2011	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		GRANJA- KALINAWAN NHS
16	TEACHER II	OSEC-DECSB-TCH2-540050-2010	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		GRANJA- KALINAWAN NHS
17	TEACHER I	OSEC-DECSB-TCH1-544158-2012	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		GRANJA- KALINAWAN NHS

18	TEACHER III	OSEC-DECSB-TCH3-541901-2019	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		BABATNGON NHS
19	TEACHER II	OSEC-DECSB-TCH2-540046-2022	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		BABATNGON NHS
20	TEACHER I	OSEC-DECSB-TCH1-543323-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		BABATNGON NHS
21	MASTER TEACHER I	OSEC-DECSB-MTCHR1-540122-2014	18	46725	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education w/ appropriate major; and 18 units for a Master's degree in Education or its equivalent.	None required	3 years relevant experience	RA 1080 (TEACHER)/ PBET/LET		STA. MESA NHS
22	TEACHER III	OSEC-DECSB-TCH3-540109-2015	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		STA. MESA NHS
23	TEACHER II	OSEC-DECSB-TCH2-540075-2011	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		STA. MESA NHS
24	TEACHER I	OSEC-DECSB-TCH1-543481-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		STA. MESA NHS

25	TEACHER II	OSEC-DECSB-TCH2-541413-2016	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		PAGSULHUGON NHS
26	TEACHER I	OSEC-DECSB-TCH1-567674-1998	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		PAGSULHUGON NHS
27	TEACHER III	OSEC-DECSB-TCH3-540033-2006	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		DZRSC SOF
28	TEACHER II	OSEC-DECSB-TCH2-540147-2022	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		DZRSC SOF
29	TEACHER I	OSEC-DECSB-TCH1-540083-2006	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		DZRSC SOF
30	TEACHER I	OSEC-DECSB-TCH1-567442-1998	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		JAVIER NHS
31	TEACHER III	OSEC-DECSB-TCH3-540131-2007	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		CALUBIAN NHS

32	TEACHER II	OSEC-DECSB-TCH2-540206-2013	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		CALUBIAN NHS
33	TEACHER I	OSEC-DECSB-TCH1-540697-2011	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		CALUBIAN NHS
34	TEACHER III	OSEC-DECSB-TCH3-540219-2010	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		KAUSWAGAN NHS
35	TEACHER I	OSEC-DECSB-TCH1-567504-1998	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		KAUSWAGAN NHS
36	TEACHER I	OSEC-DECSB-TCH1-543999-2012	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		TSCHI
37	TEACHER III	OSEC-DECSB-TCH3-541206-2020	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		ALANGALANG NHS
38	TEACHER II	OSEC-DECSB-TCH2-540204-2013	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		ALANGALANG NHS

39	TEACHER I	OSEC-DECSB-TCH1-540088-2006	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		ALANGALANG NHS
40	TEACHER III	OSEC-DECSB-TCH3-540030-2006	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		ALANGALANG NHS
41	TEACHER III	OSEC-DECSB-TCH3-540845-2015	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		LEYTE NHS
42	TEACHER II	OSEC-DECSB-TCH2-540412-2009	12	29165	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	RA 1080 (TEACHER)/ PBET/LET		LEYTE NHS
43	TEACHER I	OSEC-DECSB-TCH1-543631-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		LEYTE NHS
44	MASTER TEACHER I	OSEC-DECSB-MTCHR1-540496-2018	18	46725	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education w/ appropriate major; and 18 units for a Master's degree in Education or its equivalent.	None required	3 years relevant experience	RA 1080 (TEACHER)/ PBET/LET		ATTY. ROQUE MARCOS MNHS
45	TEACHER III	OSEC-DECSB-TCH3-541131-2018	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		ATTY. ROQUE MARCOS MNHS

46	TEACHER I	OSEC-DECSB-TCH1-540708-2011	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		ATTY. ROQUE MARCOS MNHS
47	TEACHER III	OSEC-DECSB-TCH3-540066-2006	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		KAUSWAGAN NHS
48	TEACHER I	OSEC-DECSB-TCH1-540155-2021	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		KAUSWAGAN NHS
49	TEACHER III	OSEC-DECSB-TCH3-540731-2016	13	31320	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		BATO NHS
50	TEACHER I	OSEC-DECSB-TCH1-543795-2018	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	RA 1080 (TEACHER)/ PBET/LET		BATO NHS
51	MASTER TEACHER I	OSEC-DECSB-MTCHR1-540235-2019	18	46725	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education w/ appropriate major; and 18 units for a Master's degree in Education or its equivalent.	None required	3 years relevant experience	RA 1080 (TEACHER)/ PBET/LET		ISABEL NCHS
52	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-540073-2010	20	57347	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (TEACHER)/ PBET/LET		PAGSULHUGON NHS



53	ASSISTANT SCHOOL PRINCIPAL II	OSEC-DECSB-ASP2-540021-2016	19	51357	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's Degree in Arts and Sciences with at least ten (10) units in professional education.	8 hours of relevant training	2 years of relevant experience	RA 1080 (TEACHER)/ PBET/LET		DIVISION OF LEYTE
54	HEAD TEACHER I	OSEC-DECSB-HTEACH1-540061-2016	14	33843	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization.	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (TEACHER)/ PBET/LET		BORSETH NHS
55	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-540067-2010	22	71511	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	PBET / RA 1080(Teacher)		CID, DIVISION OF LEYTE
56	ENGINEER III	OSEC-DECSB-ENG3-540018-2014	19	51357	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Engineer)		SGOD, DIVISION OF LEYTE
57	NURSE II	OSEC-DECSB-NURS2-540169-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080(Nurse)		DIVISION OF LEYTE
58	NURSE II	OSEC-DECSB-NURS2-540144-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080(Nurse)		DIVISION OF LEYTE
59	NURSE II	OSEC-DECSB-NURS2-540130-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080(Nurse)		GREGORIO C. CATENZA NHS

60	ACCOUNTANT I	OSEC-DECSB-A1-540022-1998	12	29165	Bachelor's Degree in Commerce/Business Administration major in Accounting	None required	None required	RA1080 (CPA)		LEYTE AGRO-INDUSTRIAL SCHOOL
61	DENTIST II	OSEC-DECSB-DENT2-540053-1998	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA1080 (Dentist)		SGOD, DIVISION OF LEYTE
62	ADMINISTRATIVE OFFICER IV (HRMO II)	OSEC-DECSB-ADOF4-540295-2014	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		OSDS, DIVISION OF LEYTE
63	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540037-2016	11	27000	Bachelor's Degree relevant to the job	None Required	None required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
64	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540028-2016	11	27000	Bachelor's Degree relevant to the job	None Required	None required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
65	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540095-2021	11	27000	Bachelor's Degree relevant to the job	None Required	None required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
66	ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	OSEC-DECSB-ADOF2-540079-2021	11	27000	Bachelor's Degree relevant to the job	None Required	None required	Career Service (Professional) Second Level Eligibility		DAWAHON INTEGRATED SCHOOL

67	ADMINISTRATIVE OFFICER I (CASHIER I)	OSEC-DECSB-ADOF1-540093-2004	10	23176	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)		DULAG NHS
68	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	OSEC-DECSB-ADOF1-540096-2004	10	23176	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)		LEYTE AGRO-INDUSTRIAL SCHOOL
69	REGISTRAR I	OSEC-DECSB-R1-540014-2016	11	27000	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		DIVISION OF LEYTE
70	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540099-2017	8	19744	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I)		OSDS, DIVISION OF LEYTE
71	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540105-2017	8	19744	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I)		OSDS, DIVISION OF LEYTE
72	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540106-2017	8	19744	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I)		OSDS, DIVISION OF LEYTE
73	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540073-2014	6	17553	Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional) First Level Eligibility		OSDS, DIVISION OF LEYTE

74	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DECSB-ADA6-540072-2014	6	17553	Elementary School Graduate	None Required	None required	None required (MC 11, S. 96 - Cat III)		OSDS, DIVISION OF LEYTE
75	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	OSEC-DECSB-ADA4-540120-2004	4	15586	Elementary School Graduate	None Required	None required	None required (MC 11, S. 96 - Cat III)		BATO SOF
76	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DECSB-ADA4-540123-2004			Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional) First Level Eligibility		HILONGOS NVS
77	ADMINISTRATIVE AIDE IV (BOOKBINDER II)	OSEC-DECSB-ADA4-540124-2004	4	15586	Elementary School Graduate	None Required	None required	None required (MC 11, S. 96 - Cat III)		LEYTE AGRO-INDUSTRIAL SCHOOL
78	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DECSB-ADA3-540138-2004	3	14678	Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional) First Level Eligibility		MERIDA VS
79	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DECSB-ADA3-540141-2004	3	14678	Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional) First Level Eligibility		TABANGO NHS
80	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DECSB-ADA1-540179-2004	1	13000	Must be able to read and write	None Required	None required	None Required (MC 11, s. 96 - Cat. III)		BATO SOF

81	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DECSB-ADA1-540180-2004	1	13000	Must be able to read and write	None Required	None required	None Required (MC 11, s. 96 - Cat. III)		BATO SOF
82	ADMINISTRATIVE AIDE IV (DRIVER II)	OSEC-DECSB-ADA4-540183-2004	4	15586	Elementary School Graduate	None Required	None required	None Required (MC 11, s. 96 - Cat. III)		OSDS, DIVISION OF LEYTE
83	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540077-2004	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		BATO SOF
84	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540106-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		SAN AGUSTIN NHS
85	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-SRBK-540028-2007	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		STA. FE NHS
86	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540116-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		MARCELINO R. VELOSO NHS
87	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540111-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		CONCEPCION NHS

88	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540059-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
89	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540084-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
90	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540085-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
91	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540088-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
92	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540117-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
93	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540144-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
94	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540126-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE

95	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540119-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
96	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540125-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
97	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540064-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
98	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540137-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
99	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540037-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
100	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540140-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
101	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540127-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE

102	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540120-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
103	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540087-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
104	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540138-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
105	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540060-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
106	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540153-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
107	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540145-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
108	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540086-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE



109	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540054-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
110	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540051-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
111	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540134-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
112	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540155-2014	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
113	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540097-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
114	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540101-2017	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
115	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540043-2018	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DULAG NHS

116	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540044-2018	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		HILONGOS NVS
117	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-DO2-540032-2011	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		BATO SOF
118	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540051-2014	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		MERIDA VS
119	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540059-2014	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		ANAHAWAN NHS
120	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540052-2014	8	19744	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		MAYORGA NHS
121	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540104-2017	8	19744	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
122	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540091-2014	8	19744	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

123	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540052-2017	8	19744	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
124	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540053-2017	8	19744	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
125	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540077-2017	8	19744	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
126	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 of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
127	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 of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
128	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540054-2017	8	19744	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
129	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540062-2017	8	19744	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

130	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540091-2017	8	19744	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
131	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540081-2017	8	19744	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
132	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540076-2017	8	19744	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
133	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540075-2017	8	19744	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
134	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540010-2016	8	19744	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
135	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540117-2016	8	19744	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
136	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540019-2016	8	19744	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

137	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540092-2016	8	19744	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
138	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540113-2016	8	19744	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
139	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540129-2016	8	19744	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
140	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540060-2016	8	19744	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
141	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540059-2016	8	19744	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

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 May 12, 2024.

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.
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:

**MARIZA S. MAGAN EdD, CESO V**

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Schools Division Superintendent

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Candahug, Palo, Leyte

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[leytero8@deped.gov.ph](mailto:leytero8@deped.gov.ph)

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







































