

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: June 21, 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	MASTER TEACHER II	OSEC-DECSB- MTCHR2- 540197-2019	19	49835	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 units professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent.	4 hours of relevant training	1 year as Master Teacher I ; or 4 years as Teacher III	PBET/LET		MAYORGA NHS
2	MASTER TEACHER I	OSEC-DECSB- MTCHR1- 540356-2018	18	45203	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	PBET/LET		MAYORGA NHS
3	TEACHER III	OSEC-DECSB- TCH3-540765- 2014	13	28276	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years relevant experience	PBET/LET		MAYORGA NHS

4	TEACHER II	OSEC-DECSB-TCH2-540389-2011	12	27608	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	PBET/LET		MAYORGA NHS
5	TEACHER I	OSEC-DECSB-TCH1-540696-2012	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		MAYORGA NHS
6	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540089-2017	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
7	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540047-2017	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
8	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540073-2014	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		CELESTINO DE GUZMAN MEMORIAL NHS
9	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540033-2016	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

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 July 1, 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.
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](mailto:recruitment.leyte@deped.gov.ph)

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