

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 27, 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 | HEAD TEACHER IV | OSEC-DECSB- HTEACH4-540005- 2008 | 17 | 41508 | 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 | HT for 3 years or MT for 2 years | PBET/RA 1080 (TEACHER) | | MAYORGA NHS |
| 2 | HEAD TEACHER I | OSEC-DECSB- HTEACH1-540074- 2016 | 14 | 32321 | 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 | PBET/RA 1080 (TEACHER) | | CARIGARA SOF - SOGOD ANNEX |
| 3 | HEAD TEACHER I | OSEC-DECSB- HTEACH1-540087- 2016 | 14 | 32321 | 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 | PBET/RA 1080 (TEACHER) | | MALIBAGO NHS |
| 4 | TEACHER III | OSEC-DECSB- TCH3-540693- 2016 | 13 | 28276 | 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 | PBET/RA 1080 (TEACHER) | | ABUYOG NHS |

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| 5 | TEACHER I | OSEC-DECSB-TCH1-543688-2018 | 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/RA 1080 (TEACHER) | | MATLANG NHS |
| 6 | TEACHER I | OSEC-DECSB-TCH1-540369-2007 | 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/RA 1080 (TEACHER) | | MARCELINO R. VELOSO NHS |
| 7 | TEACHER I | OSEC-DECSB-TCH1-541106-2011 | 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/RA 1080 (TEACHER) | | TANAUAN SCHOOL OF CRAFTMANSHIP & HOME INDUSTRIES (TSCHI) |
| 8 | NURSE I | OSEC-DECSB-NUR1-540171-2010 | 15 | 35097 | Bachelor Science in Nursing | None required | None required | RA 1080 (Nurse) | | DIVISION OF LEYTE |
| 9 | NURSE I | OSEC-DECSB-NUR1-540156-2010 | 15 | 35097 | Bachelor Science in Nursing | None required | None required | RA 1080 (Nurse) | | SGOD, DIVISION OF LEYTE |
| 10 | ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I) | OSEC-DECSB-ADOF2-540118-2021 | 11 | 25439 | 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-ADOF2-540021-2020 | 11 | 25439 | Bachelor's degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | DIVISION OF LEYTE |
| 12 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540149-2014 | 9 | 20402 | 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 |
| 13 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540109-2014 | 9 | 20402 | 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-ADAS3-540085-2017 | 9 | 20402 | 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 |

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| 15 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540111-2014 | 9 | 20402 | 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-ADAS3-540130-2014 | 9 | 20402 | 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-ADAS3-540135-2014 | 9 | 20402 | 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-ADAS3-540134-2014 | 9 | 20402 | 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-ADAS3-540116-2017 | 9 | 20402 | Completion of 2 years studies in college | 4 hours of relevant training. | 1 year of relevant experience. | Career Service (Subprofessional) First Level Eligibility | | MARCELINO R. VELOSO NHS |
| 20 | SENIOR BOOKKEEPER | OSEC-DECSB-SRBK-540044-2011 | 9 | 20402 | Completion of 2 years studies in college | 4 hours of relevant training. | 1 year of relevant experience. | Career Service (Subprofessional) First Level Eligibility | | CALUBIAN NHS |
| 21 | DISBURSING OFFICER II | OSEC-DECSB-DO2-540032-2011 | 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 | | BATO NHS |
| 22 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540094-2017 | 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 |
| 23 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540119-2017 | 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 | | PASTOR SALAZAR NHS |
| 24 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540042-2018 | 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 | | DR. GERONIMO B. ZALDIVAR MSOF |
| 25 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540055-2014 | 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 | | LEYTE AGRO-INDUSTRIAL SCHOOL |

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| 26 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540078-2004 | 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 | | KANANGA NHS |
| 27 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540105-2017 | 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 | | OSDS, DIVISION OF LEYTE |
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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 10, 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;
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.