

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: April 12, 2023

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item No.            | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                              |  |             |                               | Place of<br>Assignment |
|-----|--|-------------------------------|------------------------------|-------------------|--|------------------------------|--|-------------|-------------------------------|------------------------|
|     |  |                               |                              |                   | Education  | Training                     | Experience   | Eligibility | Competency<br>(if applicable) |                        |
| 1   | PRINCIPAL I  | OSEC-DECSB-SP1-540583-2010    | 19                           | 51357             | BSED or Bachelor's degree plus 18 professional units in Education  | 40 hrs relevant training     | HT for 1 year or TIC for 2 yrs, or MT for 2 yrs or Teacher for 5 yrs | RA 1080     |                               | TABANGO NHS            |
| 2   | MASTER TEACHER 2   | OSEC-DECSB-MTCHR2-540664-1998 | 19                           | 51357             | BEED or Bachelor's degree plus 18 professional units in Education, and 24 units for a Master's degree in Education or its equivalent | 4 hours of relevant training | 1 year as Master Teacher 1 or 4 years as Teacher III                 | PBET/LET    |                               | DIVISION OF LEYTE      |
| 3   | MASTER TEACHER I   | OSEC-DECSB-MTCHR1-542678-1998 | 18                           | 46725             | BEED or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent | None Required                | 3 yrs.relevant exp.  | PBET/LET    |                               | DIVISION OF LEYTE      |
| 4   | TEACHER III  | OSEC-DECSB-TCH3-540469-2015   | 13                           | 31320             | BEED or Bachelor's degree plus 18 professional units in Education  | None required                | 2 years relevant experience  | PBET/LET    |                               | DIVISION OF LEYTE      |
| 5   | TEACHER III  | OSEC-DECSB-TCH3-541562-2014   | 13                           | 31320             | BEED or Bachelor's degree plus 18 professional units in Education  | None required                | 2 years relevant experience  | PBET/LET    |                               | DIVISION OF LEYTE      |

|    |             |                             |    |       |   |               |                             |          |  |                   |
|----|-------------|-----------------------------|----|-------|---|---------------|-----------------------------|----------|--|-------------------|
| 6  | TEACHER III | OSEC-DECSB-TCH3-543703-1998 | 13 | 31320 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 2 years relevant experience | PBET/LET |  | DIVISION OF LEYTE |
| 7  | TEACHER III | OSEC-DECSB-TCH3-543698-1998 | 13 | 31320 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 2 years relevant experience | PBET/LET |  | DIVISION OF LEYTE |
| 8  | TEACHER III | OSEC-DECSB-TCH3-540382-2009 | 13 | 31320 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 2 years relevant experience | PBET/LET |  | DIVISION OF LEYTE |
| 9  | TEACHER II  | OSEC-DECSB-TCH2-545485-1998 | 12 | 29165 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience  | PBET/LET |  | DIVISION OF LEYTE |
| 10 | TEACHER II  | OSEC-DECSB-TCH2-540134-2020 | 12 | 29165 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience  | PBET/LET |  | DIVISION OF LEYTE |
| 11 | TEACHER II  | OSEC-DECSB-TCH2-546677-1998 | 12 | 29165 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience  | PBET/LET |  | DIVISION OF LEYTE |
| 12 | TEACHER II  | OSEC-DECSB-TCH2-540014-2011 | 12 | 29165 | BEED or Bachelor's degree plus 18 professional units in Education | None required | 1 year relevant experience  | PBET/LET |  | DIVISION OF LEYTE |
| 13 | TEACHER I   | OSEC-DECSB-TCH1-540128-2013 | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required | None required               | PBET/LET |  | DIVISION OF LEYTE |
| 14 | TEACHER I   | OSEC-DECSB-TCH1-562997-1998 | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required | None required               | PBET/LET |  | DIVISION OF LEYTE |
| 15 | TEACHER I   | OSEC-DECSB-TCH1-561240-1998 | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required | None required               | PBET/LET |  | DIVISION OF LEYTE |
| 16 | TEACHER I   | OSEC-DECSB-TCH1-543272-2018 | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required | None required               | PBET/LET |  | DIVISION OF LEYTE |

|    |   |                              |    |       |   |                               |                                |  |  |                         |
|----|---|------------------------------|----|-------|---|-------------------------------|--------------------------------|--|--|-------------------------|
| 17 | TEACHER I   | OSEC-DECSB-TCH1-561104-1998  | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required                 | None required                  | PBET/LET   |  | DIVISION OF LEYTE       |
| 18 | TEACHER I   | OSEC-DECSB-TCH1-543064-2018  | 11 | 27000 | BEED or Bachelor's degree plus 18 professional units in Education | None required                 | None required                  | PBET/LET   |  | DIVISION OF LEYTE       |
| 19 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)    | OSEC-DECSB-ADAS3-540068-2018 | 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 |  | OSDS, DIVISION OF LEYTE |
| 20 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540053-2014 | 8  | 19744 | Completion of 2 years studies in college                          | 4 hours of relevant training  | 1 year relevant experience     | Career Service (Subprofessional) First Level Eligibility |  | MAHAPLAG NHS-UPPER      |

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 April 22, 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](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 promoted 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**

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.**