

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: February 11, 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 | TEACHER I | OSEC-DECSB-TCH1-566007-1998 | 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 | | HINDANG NHS |
| 2 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540110-2016 | 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 |
| 3 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540130-2016 | 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 |
| 4 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540024-2016 | 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 |
| 5 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540063-2016 | 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 |

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|---|--|------------------------------|---|-------|--|-------------------------------|--------------------------------|--|--|-------------------|
| 6 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540067-2016 | 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 |
| 7 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540067-2016 | 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 |
| 8 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540091-2016 | 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 |
| 9 | ADMINISTRATIVE ASSISTANT II (CLERK IV) | OSEC-DECSB-ADAS2-540053-2016 | 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 |
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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 February 21, 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.

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.