

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:

Karen Jane Espina
KAREN JANE ESPINA

HRMO

Date: February 3, 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	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540168-2014	9	19,593.00	Completion of Two Years in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility		Maasin City Division
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540210-2017	9	19,593.00	Completion of Two Years in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility		Maasin City Division
3	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540020-2014	8	18,251.00	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Maasin City Division
4	TEACHER III	OSEC-DECSB-TCH3-540178-2006	13	28,276.00	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, Teacher		Maasin City Division
5	MASTER TEACHER I	OSEC-DECSB-MTCHR1-541878-1998	18	43,681.00	Bachelor's degree in elementary education (BEED) or its equivalent	None required	3 years of relevant experience	PBET/ Teacher/ RA 1080		Maasin City Division

6	MASTER TEACHER I	OSEC-DECSB-MTCHR1-541804-1998	18	43,681.00	Bachelor's degree in elementary education (BEED) or its equivalent	None required	3 years of relevant experience	PBET/ Teacher/ RA 1080		Maasin City Division
7	MASTER TEACHER II	OSEC-DECSB-MTCHR2-540141-2019	19	48,313.00	Bachelor's degree in elementary education (BEED) or its equivalent	4 hours of relevant training	1 year of relevant experience	PBET/ Teacher/ RA 1080		Maasin City Division
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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 13, 2022.

All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Trainings attended.
5. Photocopy of Transcript of Records and other applicable documents for ranking; and
6. Omnibus Certification of Authenticity.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

KAREN JANE B. ESPINA
 Administrative Officer IV
 Government Center, Brgy. Combado, Maasi
karenjane.espina@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.