

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 B. ESPINA
HRMO

Date: September 28, 2021

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	
1	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540257- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ELEMENTARY
2	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540258- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ELEMENTARY
3	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540259- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ELEMENTARY
4	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540263- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	BATUAN INTEGRATED SCHOOL
5	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540267- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	SAN RAFAEL NATIONAL HIGH SCHOOL
6	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540261- 2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	TIGBAWAN INTEGRATED SCHOOL

7	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540268-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	LUNAS NATIONAL HIGH SCHOOL
8	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540260-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ASUNCION INTEGRATED SCHOOL
9	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540262-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	MATIN-AW NATIONAL HIGH SCHOOL
10	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540264-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	CANYUOM INTEGRATED SCHOOL
11	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540265-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	MARIA CLARA INTEGRATED SCHOOL
12	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540266-2021	11	23,877.00	Bachelor's degree relevant to the job	None Required	None Required	None Required	None Required	Career Service (Professional) / Second Level Eligibility	PANAN-AWAN INTEGRATED SCHOOL

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 October 8, 2021.

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 Transcript of Records.
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:

JOSILYN S. SOLANA, Ed. D., CESO V

Schools Division Superintendent

Government Center, Brgy. Combado, Maasin City

josilyn.solana@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.