

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:

**CARMENCITA L. MARTIRES**

HRMO

Date: 2/16/2024

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	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-540009-2020	21	63,997	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080, as amended (TEACHER)	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
2	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-540441-2010	19	51,357	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	40 hours of relevant training	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	RA 1080, as amended (TEACHER)	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
3	TEACHER III	OSEC-DECSB-TCH3-540020-2010	13	31,320	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080, as amended (TEACHER)	N/A	POLANGI NATIONAL HIGH SCHOOL
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540105-2004	9	21,211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Sumoroy Agro-Industrial School

5	Watchman I	OSEC-DECSB-WCHM1-540110-1998	2	13,819	Elementary School Graduate	None required	None Required	None Required (MC 11, s. 1996 As amended by CSC MC 10, s. 2013 Category III)	N/A	Sumoroy Agro-Industrial School
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540061-2018	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SAN JOSE TECHNICAL HIGH SCHOOL
7	Security Guard I	OSEC-DECSB-SECG1-540005-2002	3	14,678	High School Graduate	None required	None Required	Security Guard License (CSC MC 11 s, 1996, as amended by CSC MC 10, s. 2013 Category IV)	N/A	BASILIO B. CHAN MEMORIAL AGRICULTURAL AND INDUSTRIAL 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 February 26, 2024.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy 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).

For Person with Disability (PWD) applicants should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

GAUDENCIO C. ALJIBE, JR. PhD, CESO VI  
 OIC-Schools Division Superintendent  
 Catarman N. Samar  
[northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**