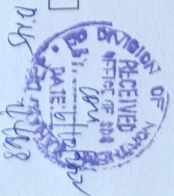


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format



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 on the CSC website:

MANIL H. GERVANTES, CESO V  
Schools Division Superintendent  
Date: 01/15/2022

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Head Teacher II	OSEC-DECSB-HTEACH2-540012-2007	15	35,097	Bachelor's Degree in Secondary Education or its equivalent with major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education.	4 hours relevant training	1 year relevant experience	PA 1000	None Required	San Roque-Panajayan Vocational High School
2	Administrative Aide III	OSEC-DECSB-AIDA3-540106-2004	3	14,125	Completion of two (2) years studies in college	None Required	None Required	CSC Career Engage	None Required	San Roque-Panajayan Vocational High School
3	Watchman I	OSEC-DECSB-WCHM1-540109-1998	2	13,305	High School Graduate/ College Level	None Required	None Required	Security License	None Required	San Roque-Panajayan Vocational High 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 01/25/2022

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](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 counter/email their application to:

DAVID D. SURIO, JR.  
School Principal II  
San Roque Panajayan Vocational High School  
[dsurio@deped.gov.ph](mailto:dsurio@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.