

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:


MAHALIA M. LAURON
HRMO

Date: January 12, 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	Competen cy (if applicable)	
1	School Principal I	OSEC-DECSB-SP1-541089-2010	19	48313	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hrs of relevant training	HT for 1 yr or TIC for 2 yrs or MT for 2 yrs or Teacher for 5 yrs	RA 1080 Teacher		Elementary
2	School Principal I	OSEC-DECSB-SP1-541109-2010	19	48313	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	40 hrs of relevant training	HT for 1 yr or TIC for 2 yrs or MT for 2 yrs or Teacher for 5 yrs	RA 1080 Teacher		Elementary

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 January 22, 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 for the **3 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any

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


MAHALIA M. LAURON

Administrative Officer IV-Personnel

Brgy. Punta, Ormoc City

hr.ormoc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.