


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: April 19, 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	TEACHER II	OSEC-DECSB-TCH2-541374-2016	12	27608	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher/PBET)		Elementary
2	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-541118-2010	19	49835	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/PBET)		Elementary
3	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-541105-2010	19	49835	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/PBET)		Elementary
4	TEACHER III	OSEC-DECSB-TCH3-540522-2016	13	29798	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher/PBET)		Elementary

5	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-540262-2010	20	55799	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management	40 hrs of relevant training	1 yr as Principal	RA 1080 (Teacher/PBET)		Elementary
6	TEACHER II	OSEC-DECSB-TCH2-544911-1998	12	27608	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)		Elementary
7	MASTER TEACHER I	OSEC-DECSB-MTCHR1-543051-1998	18	45203	Bachelor in Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	None Required	3 yrs relevant experience	RA 1080 (Teacher/PBET)		Elementary
8	TEACHER III	OSEC-DECSB-TCH3-540120-2009	13	29798	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher/PBET)		Elementary
9	TEACHER II	OSEC-DECSB-TCH2-540176-2009	12	27608	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher/PBET)		Secondary
10	TEACHER I	OSEC-DECSB-TCH1-543117-2012	11	25439	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher/PBET)		Secondary

11	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540098-2018	9	20402	Completion of two-years in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		SDO
12	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540138-2016	8	18998	Completion of two-years in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Senior High
13	ADMINISTRATIVE OFFICER IV (Supply Officer II)	OSEC-DECSB-ADOF4-540274-2014	15	35097	Bachelor's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		SDO

The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview. 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 April 29, 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 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](mailto:hr.ormoc@deped.gov.ph)

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