

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: July 28, 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	Senior Education Program Specialist	OSEC-DECSB-SREPS-540017-2014	19	49835	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position		SDO
2	Administrative Assistant III	OSEC-DECSB-ADAS3-540010-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
3	Administrative Assistant III	OSEC-DECSB-ADAS3-540106-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
4	Administrative Assistant III	OSEC-DECSB-ADAS3-540016-2017	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
5	Administrative Assistant III	OSEC-DECSB-ADAS3-540099-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary

6	Administrative Assistant III	OSEC-DECSB-ADAS3-540198-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
7	Administrative Assistant III	OSEC-DECSB-ADAS3-540009-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
8	Administrative Assistant III	OSEC-DECSB-ADAS3-540104-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
9	Administrative Assistant III	OSEC-DECSB-ADAS3-540100-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
10	Administrative Assistant II	OSEC-DECSB-ADAS2-540083-2014	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary
11	Administrative Assistant II	OSEC-DECSB-ADAS2-540025-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
12	Administrative Assistant II	OSEC-DECSB-ADAS2-540144-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
13	Administrative Assistant II	OSEC-DECSB-ADAS2-540133-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
14	Administrative Assistant II	OSEC-DECSB-ADAS2-540145-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
15	Administrative Assistant II	OSEC-DECSB-ADAS2-540022-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Elementary

16	Administrative Assistant II	OSEC-DECSB-DO2-540007-2011	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
17	Administrative Assistant II	OSEC-DECSB-ADAS2-540136-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
18	Administrative Assistant II	OSEC-DECSB-ADAS2-540140-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		Secondary
19	Administrative Assistant II	OSEC-DECSB-ADAS2-540021-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility		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 August 7, 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 **in the 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
11. 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 and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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.