

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: November 21, 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	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540024-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540104-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		SDO
3	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540143-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Senior High
4	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540068-2018	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
5	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540132-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Senior High

6	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540141-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Senior High
7	MASTER TEACHER II	OSEC-DECSB-MTCHR2-540008-2008	19	49835	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	4 hrs of relevant training	1 yr as Master Teacher 1 or 4 yrs as Teacher III	RA 1080 Teacher/PBET		Elementary
8	TEACHER III	OSEC-DECSB-TCH3-545487-1998	13	29798	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher)/PBET		Elementary
9	TEACHER I	OSEC-DECSB-TCH1-540389-2017	11	25439	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 Teacher		Elementary
10	TEACHER III	OSEC-DECSB-TCH3-540616-2017	13	29798	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080 (Teacher)/PBET		Elementary
11	TEACHER I	OSEC-DECSB-TCH1-557882-1998	11	25439	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 Teacher		Elementary
12	HEAD TEACHER II	OSEC-DECSB-HTEACH2-540014-2008	15	35097	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hrs. of relevant training	Head Teacher for 1 year; or Teacher for 4 years	RA 1080 (TEACHER) /PBET		Secondary
13	TEACHER II	OSEC-DECSB-TCH2-540482-2019	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

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 December 1, 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. 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**

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Administrative Officer IV-Personnel

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Brgy. Punta, Ormoc City

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[hr.ormoc@deped.gov.ph](mailto:hr.ormoc@deped.gov.ph)

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