

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:

26.Jan.24

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 III	OSEC-DECSB-TCH3-540868-2017	13	31320	Bachelor of Secondary Education(BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080 Teacher/ PBET		SECONDARY
2	TEACHER II	OSEC-DECSB-TCH2-540205-2011	12	29165	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
3	TEACHER II	OSEC-DECSB-TCH2-540181-2009	12	29165	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
4	TEACHER I	OSEC-DECSB-TCH1-544091-2018	11	27000	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		SECONDARY
5	TEACHER I	OSEC-DECSB-TCH1-543973-2018	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 Teacher		ELEMENTARY
6	TEACHER I	OSEC-DECSB-TCH1-540103-2020	11	27000	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 Teacher		ELEMENTARY
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540015-2017	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		ELEMENTARY
8	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540043-2014	6	17553	Completion of 2 years in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDO
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540104-2018	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		SDO
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540100-2018	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		SDO
11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540017-2017	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		ELEMENTARY

12	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540019-2017	8	19744	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		ELEMENTARY
13	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-SRBK-540005-2009	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SECONDARY
14	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540060-2004	8	19744	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SECONDARY
15	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540045-2014	6	17553	Completion of 2 years in college	None Required	None Required	Career Service (Subprofessional) Level Eligibility	First		SDO
16	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540108-2018	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SDO
17	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-SRBK-540006-2009	9	21211	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SECONDARY
18	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540083-2014	8	19744	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SDO
19	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540135-2016	8	19744	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		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 February 5, 2024.

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**

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.**