

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:


ETHEL S. ACUÑA
HRMO

Date: December 2, 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	School Principal I (Elementary Schools)	OSEC-DECSB- SP1-540110-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in- Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	RA 1080 (Teacher)	N/A	Southern Leyte Division
2	School Principal I (Elementary Schools)	OSEC-DECSB- SP1-540065-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in- Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	RA 1080 (Teacher)	N/A	Southern Leyte Division
3	School Principal I (Elementary Schools)	OSEC-DECSB- SP1-540135-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in- Charge for 2 years; or Master Teacher for 2 years or Teacher for 5 years	RA 1080 (Teacher)	N/A	Southern Leyte Division

4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540272-2014	9	20402	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Southern Leyte Division
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540240-2014	9	20402	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Southern Leyte Division
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540195-2017	8	18998	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Southern Leyte Division
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540192-2017	8	18998	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Southern Leyte Division

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 12, 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 3 rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. EEOP Statement. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

GENIS S. MURALLOS ED.D.,CESO V

Schools Division Superintendent

DEPED Mantahan, Maasin City

southernleyte.division@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.