

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: August 23, 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 III (Computer Operator II)	OSEC-DECSB-ADAS3-540189-2017	9	20402	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Southern Leyte Division
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540249-2014	9	20402	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
3	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-DO2-540016-2007	8	18998	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division

4	Teacher I (SHS; TVL)	OSEC-DECSB-TCH1-541345-2017	11	25439	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least National Certificate II appropriate to the specialization	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required		Southern Leyte Division
5	Teacher II (SHS; TVL)	OSEC-DECSB-TCH2-540789-2022	12	27608	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least National Certificate II + Trainer's Methodology Certificate I appropriate to the specialization	6 mos relevant teaching experience/ 6 mos industry work experience	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required		Southern Leyte Division
6	Teacher II (SHS; TVL)	OSEC-DECSB-TCH2-540790-2022	12	27608	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least National Certificate II + Trainer's Methodology Certificate I appropriate to the specialization	6 mos relevant teaching experience/ 6 mos industry work experience	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required		Southern Leyte Division

7	Teacher II (SHS; Academic)	OSEC-DECSB-TCH2-540773-2022	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required	Southern Leyte Division
8	Teacher II (SHS; Academic)	OSEC-DECSB-TCH2-540774-2022	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required	Southern Leyte Division
9	Teacher II (SHS; Academic)	OSEC-DECSB-TCH2-540775-2022	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required	Southern Leyte Division

10	Teacher II (SHS; Academic)	OSEC-DECSB-TCH2-540776-2022	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required	Southern Leyte Division
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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 September 5, 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.