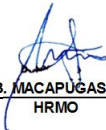


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:


MARDONIO B. MACAPUGAS, AO IV-HRMO
HRMO

Date: November 10, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-540110-2010	21	62449	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hrs of relevant training	2 years as Principal	RA1080 (Teacher)	N/A	ELEM
2	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-540001-2011	20	55799	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hrs of relevant training	1 year as Principal	RA1080 (Teacher)	N/A	ELEM
3	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-540273-2010	20	55799	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hrs of relevant training	1 year as Principal	RA1080 (Teacher)	N/A	ELEM
4	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-541132-2010	19	49835	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	40 hrs of relevant training	Head Teacher (HT) for 1 year; or Teacher-in-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	RA1080 (Teacher)	N/A	ELEM
5	TEACHER II	OSEC-DECSB-TCH2-540245-2018	12	27608	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional unit in Education with appropriate major	None Required	1 year relevant experience	RA1080 (Teacher)	N/A	TNAS
6	TEACHER I	OSEC-DECSB-TCH1-541267-2018	11	25439	Bachelor of Secondary Education (BSEd) or Bachelor's Degree plus 18 professional unit in Education with appropriate major	None Required	None Required	RA1080 (Teacher)	N/A	TCNHS
7	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540030-2017	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
8	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540144-2018	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
9	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540008-2014	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	Tacloban City Night HS
10	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540027-2017	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
11	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540019-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	TNAS
12	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540021-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	CRMNHS
13	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540022-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	MINHS
14	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540030-2017	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
15	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540088-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	SNHS
16	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540027-2017	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
17	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540029-2017	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM

18	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540168-2016	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	SHS
19	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540087-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	MNHS
20	DISBURSING OFFICER II	OSEC-DECSB-DO2-540022-2007	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	TNAS
21	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540065-2004	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	SINHS
22	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540051-2014	06	16877	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
23	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540052-2014	06	16877	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
24	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540050-2014	06	16877	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
25	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540055-2014	06	16877	Completion of two years studies in College	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
26	ADMINISTRATIVE AIDE III (Clerk I)	OSEC-DECSB-ADA3-540085-2004	03	14125	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility	N/A	LNHS

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 November 20, 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. 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:

MARIZA S. MAGAN, EdD., CESO V
Schools Division Superintendent
San Fernando Comp. Real St. Tacloban City
hmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.