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must be in MS Excel format

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: September 16, 2021

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	MASTER TEACHER I	OSEC-DECSB-MTHCR1-540095-2018	18	43861	BSED or Bachelor's degree w/ 18 professional education units	8 hours of relevant training	2 years of relevant experience	RA 1080 (Teachers)		TNAS
2	TEACHER II	OSEC-DECSB-TCH2-540818-2017; OSEC-DECSB-TCH2-540813-2017;	12	26052	Academic Track and Core Subject Bachelor's degree with a major in the relevant strands/subject; or any Bachelor's degree plus at least 15 units towards a Master's degree in relevant stands/subject	None Required	None Required	RA 1080 (Teachers)		SHS
3	TEACHER I	OSEC-DECSB-TCH1-540679-2014	11	23877	BSED or its equivalent	None Required	None Required	RA 1080 (Teachers)		SNHS
4	TEACHER I	OSEC-DECSB-TCH1-566963-1998	11	23877	BSED or its equivalent	None Required	None Required	RA 1080 (Teachers)		CRMNHS

5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540092-2018	8	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		TcNiHS
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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 27, 2021.

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.

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

**MARDONIO B. MACAPUGAS**

AO IV - HRMO

San Fernando Comp. Real St. Tacloban City

[hrmosdotac@deped.gov.ph](mailto:hrmosdotac@deped.gov.ph)

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

**NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.**