

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:


DULCE S. CADAVOS
AO/OIC-HRMO II

Date: 05/17/2024

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 Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540090-2004	6	17553	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility	CSC Resolution No. 1600353	Southern Leyte Division
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-SRBK-540013-2007	9	21211	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	19744	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	CSC Resolution No. 1600353	Southern Leyte Division
4	Public Schools District Supervisor	OSEC-DECSB-PSDS-540300-1998	22	71511	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		Southern Leyte Division
5	Teacher II (Elementary Grades)	OSEC-DECSB-TCH2-540195-2010	12	29165	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	1 year of relevant experience	PBET, Teacher, ra 1080		Southern Leyte Division
6	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541131-2015	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher, ra 1080		Southern Leyte Division

7	Teacher III (Secondary Grades)	OSEC-DECSB-TCH3-540367-2006	13	31320	Bachelor of Secondary Education (BSED), or Bachelor's degree plus eighteen (18) professional units in Education with appropriate major	None required	2 years of relevant experience	PBET, Teacher, ra 1080		Southern Leyte Division
8	Teacher III (Elementary Grades)	OSEC-DECSB-TCH3-540505-2009	13	31320	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	PBET, Teacher, ra 1080		Southern Leyte Division
9	Teacher III (Secondary Grades)	OSEC-DECSB-TCH3-540152-2017	13	31320	Bachelor of Secondary Education (BSED), or Bachelor's degree plus eighteen (18) professional units in Education with appropriate major	None required	2 years of relevant experience	PBET, Teacher, ra 1080		Southern Leyte Division
10	Teacher III (Elementary Grades)	OSEC-DECSB-TCH3-540080-2018	13	31320	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	PBET, Teacher, ra 1080		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 May 27, 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;
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 and Training certificates

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

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

JOSILYN S. SOLANA ED.D.,CESO V

Schools Division Superintendent

DEPED Mantahan, Maasin City

southernleyte.division@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.