

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:


JENNIFER M. CAMPILLO
HRMO DESIGNATE
Date: 5-Jun-24

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2- 540191-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ACEDILLO INTEGRATED SCHOOL
2	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2- 540196-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City-CCNS- BAGACAY CAMPUS

3	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540188-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- OQUEENDO NHS- CABATUAN CAMPUS
4	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540195-2024 A	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- HIMALANDROG- SEVEM HILLS
5	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540192-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City-MABINI II INTEGRATED SCHOOL

6	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540190-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- MACATINGOG INTEGRATED SCHOOL
7	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540158-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City-MAG-UBAY NATIONAL HIGH SCHOOL
8	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540194-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City-MANCOL INTEGRATED SCHOOL

9	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540189-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City-PENAL NATIONAL HIGH SCHOOL
10	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540193-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City-PINAMURROTAN INTEGRATED SCHOOL
11	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540187-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City-LONON INTEGRATED SCHOOL

12	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540159-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMANTARY
13	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540160-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMANTARY
14	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540161-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMANTARY

15	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540162-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
16	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540163-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
17	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540164-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY

18	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540165-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
19	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540166-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
20	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540167-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY

21	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540168-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
22	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540169-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
23	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540170-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY

24	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540171-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
25	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540172-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
26	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540173-2024	11	27,000.00	Bachelor's degree	None required	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY

27	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540174-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
28	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540175-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
29	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540176-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY

30	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540177-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
31	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540178-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
32	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540179-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY

33	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540180-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
34	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540181-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY
35	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540182-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/CT Skills	Schools Division of Calbayog City- ELEMENTARY

36	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540183-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
37	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540184-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
38	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540185-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY

39	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540186-2024	11	27,000.00	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral Communication; Written Communication; Computer/ICT Skills	Schools Division of Calbayog City- ELEMENTARY
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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 June 15, 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. Omnibus Certification of Authenticity;
 4. Photocopy of trainings attended; Certificates of Awards/Recognition received;
 5. Certificate of Employment with period and Actual Duties & Function and other applicable documents for ranking;
 6. Photocopy of certificate of eligibility/rating/license; and
 7. Photocopy of Transcript of Records.
8. 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:

MARGARITO A. CADAYONA, JR. PhD,
CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Attention: JENNIFER M. CAMPILLO
Administrative Officer II/HRMO Designate
Office of the Schools Division of Calbayog City
Brgy. Hamorawon, Calbayog City
depedcalbayogdivision@yahoo.com