

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:

  
JULIUS CESAR L. DE LA CERNA

HRMO

Date:

August 19, 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 Officer II (Human Resource Management Officer I)	OSEC-DECSB-ADOF2-540010-2019	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT- BAYBAY CITY DIVISION
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540001-2020	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540002-2020	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540003-2020	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540004-2020	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540005-2020	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
7	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540029-2021	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540030-2021	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540031-2021	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY DIVISION

10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540032-2021	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		KABUNGA-AN INTEGRATED SCHOOL
11	Registrar I	OSEC-DECSB-R1-540011-2016	11	25439	Bachelor's degree	None required	None required	Career Service (Professional) /Second Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
12	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540121-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY DIVISION
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540122-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY DIVISION
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540123-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY DIVISION
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540124-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY DIVISION
16	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540093-2018	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT- BAYBAY CITY DIVISION
17	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540094-2014	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT- BAYBAY CITY DIVISION
18	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540125-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT- BAYBAY CITY DIVISION
19	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540001-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
20	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540002-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
21	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540003-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
22	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540004-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
23	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540005-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub- Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL

24	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540006-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
25	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540007-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
26	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540008-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
27	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540009-2016	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY SENIOR HIGH SCHOOL
28	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540094-2018	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY NATIONAL HIGH SCHOOL
29	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540126-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BUNGA NATIONAL HIGH SCHOOL
30	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540006-2014	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		MAKINHAS NATIONAL HIGH SCHOOL - CIABU ANNEX
31	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540127-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		PLARIDEL NATIONAL HIGH SCHOOL
32	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540128-2017	8	18998	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		POMPONAN NATIONAL HIGH SCHOOL
33	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540077-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT - BAYBAY CITY DIVISION
34	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540078-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT - BAYBAY CITY DIVISION
35	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540079-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT - BAYBAY CITY DIVISION
36	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540080-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT - BAYBAY CITY DIVISION
37	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540081-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		CURRICULUM IMPLEMENTATION DIVISION-BAYBAY CITY 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 September 9, 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](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.
5. DepEd Baybay encourages interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

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

**JULIUS CESAR L. DE LA CERNA**

Administrative Officer IV/HRMO

Diversion Road, Brgy. Gaas Baybay City, Leyte

[baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)

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