

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:

LERMAFLOR G. NAPOLES
Administrative Officer IV / HIRMO II
Date: **February 2, 2024**

No.	Position Title (Parentetical 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	School Principal I (Secondary Grades)	OSEC-DECSB-SP1-540951-2010	19	₱51,357.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	40 hours relevant training	HT for 1 yr. or TIC for 2yrs; or MT for 2yrs; Teacher for 5 years	RA 1080, as amended (Teacher)	(Principals Test Passer)	Secondary
2	Assistant School Principal II (Senior High School)	OSEC-DECSB-ASP2-540041-2016	19	₱51,357.00	Bachelor's degree in Education; or its equivalent with a major and minor or Bachelor's Degree in Arts and Sciences with at least 18 units Professional Education	8 hours relevant training	Atleast 2 years relevant experience	RA 1080, as amended (Teacher)	(Principals Test Passer)	Senior High School
3	Assistant School Principal II (Senior High School)	OSEC-DECSB-ASP2-540039-2016	19	₱51,357.00	Bachelor's degree in Education; or its equivalent with a major and minor or Bachelor's Degree in Arts and Sciences with at least 18 units Professional Education	8 hours relevant training	Atleast 2 years relevant experience	RA 1080, as amended (Teacher)	(Principals Test Passer)	Senior High School
4	Head Teacher V (Secondary Grades)	OSEC-DECSB-HTEACH5-540065-2018	18	₱46,725.00	Bachelor of Secondary Education (BSED) or Bachelor's degree w/ 18 professional units in Education with appropriate field of specialization	24 hours relevant training	HT for 4 years; or MT for 3 years	RA 1080, as amended (Teacher)	N/A	Secondary
5	Head Teacher III (Elementary Grades)	OSEC-DECSB-HTEACH3-540001-2000	16	₱39,672.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years or TIC for 2 years or Teacher for 5 years	RA 1080, as amended (Teacher)	N/A	Elementary
6	Head Teacher III (Elementary Grades)	OSEC-DECSB-HTEACH3-540553-1998	16	₱39,672.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 2 years or TIC for 2 years or Teacher for 5 years	RA 1080, as amended (Teacher)	N/A	Elementary
7	Head Teacher II (Elementary Grades)	OSEC-DECSB-HTEACH2-540017-2020	15	₱36,619.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year or TIC for 1 years or Teacher for 4 years	RA 1080, as amended (Teacher)	N/A	Elementary

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8	Head Teacher II (Elementary Grades)	OSEC-DECSB-HTEACH2-541453-2022	15	₱36,619.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year or TIC for 1 years or Teacher for 4 years	RA 1080, as amended (Teacher)	N/A	Elementary
9	Head Teacher II (Elementary Grades)	OSEC-DECSB-HTEACH2-541483-2022	15	₱36,619.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	HT for 1 year or TIC for 1 years or Teacher for 4 years	RA 1080, as amended (Teacher)	N/A	Elementary
10	Head Teacher I (Elementary Grades)	OSEC-DECSB-HTEACH1-540031-2009	14	₱33,843.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080, as amended (Teacher)	N/A	Elementary
11	Master Teacher I (Secondary Grades)	OSEC-DECSB-MTCHR1-540168-2018	18	₱46,725.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None Required	3 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
12	Teacher III (Secondary Grades)	OSEC-DECSB-TCH3-540179-2012	13	₱31,320.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
13	Teacher III (Secondary Grades)	OSEC-DECSB-TCH3-540353-2017	13	₱31,320.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
14	Teacher II (Secondary Grades)	OSEC-DECSB-TCH2-540438-2011	12	₱29,165.00	Bachelor of Secondary Education (BSEd) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary

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15	Teacher II (Secondary Grades)	OSEC-DECSB-TCH2-540264-2020	12	₱29,165.00	Bachelor of Secondary Education (BSED) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
16	Teacher I (Secondary Grades)	OSEC-DECSB-TCH1-540603-2002	11	₱27,000.00	Bachelor of Secondary Education (BSED) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Secondary
17	Teacher I (Secondary Grades)	OSEC-DECSB-TCH1-5568951-1998	11	₱27,000.00	Bachelor of Secondary Education (BSED) of Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Secondary
18	Teacher III (Senior High School)	OSEC-DECSB-TCH3-540749-2017	13	₱31,320.00	ACAD: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject TVL: Bachelor's degree; or graduate of technical vocational course(s) in the area of specialization	ACAD: 4 hours of training relevant to the subject area of specialization TVL: At least NC III + TMC I *Appropriate to the specialization	ACAD: 1 year of relevant teaching/industry work experience TVL: 1 year of relevant teaching/industry work experience	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time): None required	N/A	Senior High School
19	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541386-2016	11	₱27,000.00	ACAD: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject TVL: Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II *Appropriate to the specialization	ACAD: None Required TVL: None Required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time): None required	N/A	Senior High School

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Electronic copy to be submitted to the CSC
FO must be in MS Excel format

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
20	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541392-2016	11	₱27,000.00	ACAD: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject TVL: Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II *Appropriate to the specialization	ACAD: None Required TVL: None Required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time): None required	N/A	Senior High School	
21	Teacher I (Senior High School)	OSEC-DECSB-TCH1-541380-2016	11	₱27,000.00	ACAD: Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject TVL: Bachelor's degree; or completion of technical vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II *Appropriate to the specialization	ACAD: None Required TVL: None Required	Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring Applicants for a contractual position: None required Practitioners (part-time): None required	N/A	Senior High School	
22	Teacher III (Elementary Grades)	OSEC-DECSB-TCH3-540707-2011	13	₱31,320.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Elementary	
23	Teacher III (Elementary Grades)	OSEC-DECSB-TCH3-540080-2015	13	₱31,320.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	2 years relevant experience	RA 1080, as amended (Teacher)	N/A	Elementary	
24	Teacher II (Elementary Grades)	OSEC-DECSB-TCH2-541259-2016	12	₱29,165.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Elementary	
25	Teacher II (Elementary Grades)	OSEC-DECSB-TCH2-545695-1998	12	₱29,165.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080, as amended (Teacher)	N/A	Elementary	

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
26	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541572-2017	11	₱27,000.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Elementary
27	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541345-2018	11	₱27,000.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Elementary
28	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-558582-1998	11	₱27,000.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Elementary
29	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-558704-1998	11	₱27,000.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Elementary
30	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540008-2018	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	OSDS
31	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540006-2018	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	OSDS
32	Administrative Assistant III	OSEC-DECSB-ADAS3-540001-2017	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	OSDS
33	Administrative Assistant III	OSEC-DECSB-ADAS3-540003-2017	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary

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
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
34	Administrative Assistant III	OSEC-DECSB-ADAS3-540004-2017	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
35	Administrative Assistant III	OSEC-DECSB-ADAS3-540072-2014	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Elementary
36	Administrative Assistant III	OSEC-DECSB-ADAS3-540015-2018	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
37	Administrative Assistant III	OSEC-DECSB-ADAS3-540014-2017	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
38	Administrative Assistant III	OSEC-DECSB-ADAS3-540012-2017	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
39	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-SRBK-540002-2011	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Secondary
40	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540175-2016	9	₱21,211.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Senior High School
41	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540178-2016	8	₱19,744.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	N/A	Senior High School
42	Security Guard I	OSEC-DECSB-SECG1-540164-1998	3	₱14,678.00	High School Graduate	None Required	None Required	Security Guard License (CSC MC 11 s. 1996, as amended by CSC MC 10 s. 2013 - Cat IV)	N/A	Secondary

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					Education	Training	Experience		

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 **February 13, 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 (1 copy)
2. Approved Performance Rating in the last three (3) rating periods.
3. Authenticated copy of PRC License/CSC Eligibility (1 copy)
4. Authenticated copy of Transcript of Records/Certification of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy)
5. Updated Service Records, if any (1 copy)
6. Copy of previously approved appointment, if any (1 copy)
7. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate)
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three or more training activities participated in school, district, division or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate)
9. Authorship of books/articles published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.
10. Designation Orders, and other documents that have bearing in the evaluation.
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).
12. INTERESTED APPLICANTS MUST REGISTER TO https://bit.ly/NT_TR_InfoPage

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

LANI H. CERVANTES, CESO VI
Schools Division Superintendent
DepEd Biliran, Larrababal, Naval, Biliran
biliran@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.