

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 / HRMO II

Date: **March 19, 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	Public Schools District Supervisor	OSEC-DECSB-PSDS-540165-1998	22	₱71,511.00	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 year cumulative experience in instructional supervision and school management	RA 1080, as amended (Teacher)	N/A	Elementary
2	Teacher III	OSEC-DECSB-TCH3-540769-2022	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
3	Teacher III	OSEC-DECSB-TCH3-540027-2019	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
4	Teacher II	OSEC-DECSB-TCH2-545825-1998	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
5	Teacher II	OSEC-DECSB-TCH2-545819-1998	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
6	Teacher I	OSEC-DECSB-TCH1-541308-2018	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
7	Teacher I	OSEC-DECSB-TCH1-558604-1998	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
8	Teacher III	OSEC-DECSB-TCH3-545895-1998	13	₱31,320.00	Bachelor of Elementary Education (BEEd) or 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

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9	Teacher II	OSEC-DECSB-TCH2-540241-2013	12	₱29,165.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 years relevant experience	RA 1080, as amended (Teacher)	N/A	Secondary
10	Teacher I	OSEC-DECSB-TCH1-558951-1998	11	₱27,000.00	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080, as amended (Teacher)	N/A	Secondary
11	Teacher I	OSEC-DECSB-TCH1-544139-2018	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
12	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540003-2017	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	OSDS
13	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540013-2017	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	Elementary
14	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540010-2017	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	Elementary
15	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540182-2016	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

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16	Disbursing Officer II	OSEC-DECSB-DO2-540002-2009	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	Secondary
17	Disbursing Officer II	OSEC-DECSB-DO2-540004-2011	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	Secondary

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 **April 1, 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 V
Schools Division Superintendent
DepEd Biliran, Larrababal, Naval, Biliran
biliran@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.