

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:

  
CONIE ANN A. CHUA  
HRMO

Date: SEPTEMBER 21, 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	School Principal II	OSEC- DECSB-SP2- 540037-2016	20	55,799.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher )		Senior High School
2	Senior Education Program Specialist	OSEC- DECSB- SREPS- 540003-2014	19	49,835.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research , development, implementatio n or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position		School Governance and Operation Division



3	Head Teacher VI	OSEC-DECSB-HTEACH6-540006-2007	19	49,835.00	Bachelor's degree in Secondary Education; or bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 5 years; or Master Teacher for 4 years	RA 1080 (Teacher )		ESNCHS
4	Head Teacher I	OSEC-DECSB-HTEACH1-540032-2019	14	32,321.00	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units	24 hours of relevant training	Teacher In-Charge for 1 year; or Teacher for 3 years	RA 1080 (Teacher )		Elementary Education
5	Guidance Counselor II	OSEC-DECSB-GUIDC2-540010-1998	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Lalawigan National High School
6	Guidance Counselor II	OSEC-DECSB-GUIDC2-540016-2016	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Senior High School
7	Guidance Counselor II	OSEC-DECSB-GUIDC2-540017-2016	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Senior High School



8	Guidance Counselor II	OSEC-DECSB-GUIDC2-540010-540018-2016	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Senior High School
9	Guidance Counselor II	OSEC-DECSB-GUIDC2-540019-2016	12	27,608.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Senior High School
10	School Librarian I	OSEC-DECSB-SL1-540030-1998	11	25,439.00	Bachelor's degree in Library or Information Science or Bachelor of Science Education/Arts major in Library Science	None required	None required	RA 1080 (Library Science)		Lalawigan National High School
11	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-540003-2014	9	20,402.00	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 training	Career Service Sub-Professional (First Level Eligibility)		Sta Fe NHS-Maypangdan Annex
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540077-2014	8	18,998.00	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 training	Career Service Sub-Professional (First Level Eligibility)		Office of the Schools Division



13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540258-2017	8	18,998.00	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 training	Career Service Sub-Professional (First Level Eligibility)		Elementary Education
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540259-2017	8	18,998.00	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 training	Career Service Sub-Professional (First Level Eligibility)		Elementary Education
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540390-2016	8	18,998.00	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 training	Career Service Sub-Professional (First Level Eligibility)		Senior High School
16	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540022-2014	6	18,998.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Sub-Professional (First Level Eligibility)		Office of the Schools Division



17	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540026-2014	6	18,998.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Office of the Schools Division
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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 October 1, 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 for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

**CONIE ANN A. CHUA**

Administrative Officer IV(HRMO II)

San Fernando St. Brgy. G., Borongan City

[depedborongacity.hrmo@gmail.com](mailto:depedborongacity.hrmo@gmail.com)

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