

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:

  
JANET B. BULA  
OIC-HRMO

Date: JANUARY 17, 2024

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	TEACHER I	OSEC- DECSB- TCH1- 559220-1998	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 (Teacher)		ELEMENTARY EDUCATION
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC- DECSB- ADAS3- 540020-2018	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/Fi rst Level Eligibility		OFFICE OF THE SCHOOLS DIVISION

3	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540018-2018	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility	OFFICE OF THE SCHOOLS DIVISION
4	TEACHER I	OSEC-DECSB-TCH1-541350-2016	11	27,000.00	ACAD: Bachelor's degree in the relevant strand/subject; or any Bachelor's degree with at least 15 units specialization in relevant strand/subject TVL: Bachelor's degree or graduate of technical-vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II *Appropriate for the specialization	ACAD: None required TVL: None required	Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within five (5) years of hiring	SENIOR HIGH SCHOOL

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 January 27, 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](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 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:

**JANET B. BULA**

---

Administrative Officer 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.**