

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:

JANUARY 31, 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	Education Program Supervisor	OSEC- DECSB- EPSVR- 540017-2014	22	71,511.00	Masters degree in education or other relevant degrees; Master's degree with a specific area of specialization	8 hours of training in management and supervision	At least 2 years experience as Principal of Head Teacher or Master Teacher	RA 1080		Curriculum Implementation Division
2	School Principal I	OSEC- DECSB-SP1- 541034-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher In- Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080		Elementary Education

3	School Principal I	OSEC-DECSB-SP1-540048-2010	19	51,357.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year or Teacher In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080		Sta. Fe NHS - Maypangdan Annex
4	School Principal II	OSEC-DECSB-SP2-540148-2011	20	57,347.00	Bachelor's degree in Elementary 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		Elementary Education
5	Head Teacher III	OSEC-DECSB-HTEACH3-540017-2000	16	39,672.00	Bachelor's degree in Secondary Education; or bachelor' degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 2 years or Teacher for 5 years	RA 1080		ESNCHS

6	Administrative Assistant I (Accounting Machine Operator II)	OSEC-DECSB-ADAS1-540027-2014	7	18,620.00	Completion of two-year studies in college	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional/First Level Eligibility)		Schools Division Office
7	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540192-2004	3	14,678.00	Completion of two-year studies in college	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional/First Level Eligibility)		ESNCHS
8	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540023-2014	6	17,553.00	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional/First Level Eligibility)		Curriculum Implementation Division
9	Watchman I	OSEC-DECSB-WCHM1-540125-1998	1	13,000.00	Elementary School Graduate	None Required	None Required	None Required		ESNCHS

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 10, 2023.

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;
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

depedborongancity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.