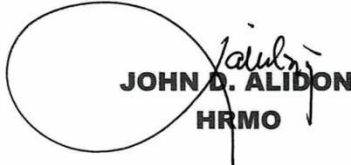


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
DIVISION OF EASTERN SAMAR  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at DepEd, Eastern Samar Division in the CSC website:

  
**JOHN D. ALIDON**  
HRMO

Date: 02/28/2024

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.          | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |   |  |  |                                  | Place of<br>Assignment |
|-----|---|-----------------------------|---------------------------------|-------------------|---|---|--|--|----------------------------------|------------------------|
|     |   |                             |                                 |                   | Education   | Training  | Experience   | Eligibility  | Competency<br>(if<br>applicable) |                        |
| 1   | Teacher III (SHS-Academic)                                | OSEC-DECSB-TCH3-540134-2016 | 13                              | 31,320.00         | Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject | 4 hours of training relevant to the subject area specialization | 1 year of relevant teaching/work industry 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; or applicants for a contractual position: None Required; or Practitioners (part-time only): None Required.; |                                  | SENIOR HIGH SCHOOL     |
| 2   | Teacher III (SHS-Academic)                                | OSEC-DECSB-TCH3-540128-2016 | 13                              | 31,320.00         | Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards a Master's degree in relevant strand/subject | 4 hours of training relevant to the subject area specialization | 1 year of relevant teaching/work industry 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; or applicants for a contractual position: None Required; or Practitioners (part-time only): None Required.; |                                  | SENIOR HIGH SCHOOL     |

|    |   |                              |    |           |   |                              |                               |   |  |                      |
|----|---|------------------------------|----|-----------|---|------------------------------|-------------------------------|---|--|----------------------|
| 3  | Teacher II  | OSEC-DECSB-TCH2-540140-2023  | 12 | 29,165.00 | Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education  | None Required                | 1 year of relevant experience | RA 1080   |  | ELEMENTARY EDUCATION |
| 4  | Teacher I   | OSEC-DECSB-TCH1-560478-1998  | 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   |  | ELEMENTARY EDUCATION |
| 5  | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540087-2014 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 6  | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540231-2017 | 9  | 18,998.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 7  | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540242-2017 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 8  | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540237-2017 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 9  | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540249-2017 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 10 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540063-2014 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | MAYDOLONG NHS        |
| 11 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540221-2017 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First Level Eligibility |  | OSDS                 |
| 12 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540233-2017 | 9  | 21,211.00 | Completion of two (2) years studies in college  | 4 hours of relevant training | 1 year relevant experience    | Career Service (Sub-professional) First                   |  | OSDS                 |

|    |   |                              |   |           |  |                              |                            | Level Eligibility   |  |                      |
|----|---|------------------------------|---|-----------|--|------------------------------|----------------------------|---|--|----------------------|
| 13 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540048-2018 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | OSDS                 |
| 14 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540096-2014 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 15 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540052-2018 | 9 | 18,998.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | OSDS                 |
| 16 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540238-2017 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 17 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540049-2018 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | OSDS                 |
| 18 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540106-2014 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 19 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540251-2017 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| 20 | Administrative Assistant III ( <b>Senior Bookkeeper</b> ) | OSEC-DECSB-ADAS3-540061-2014 | 9 | 21,211.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | QUINAPONDA N NHS     |
| 21 | Administrative Assistant II ( <b>Clerk IV</b> )           | OSEC-DECSB-ADAS2-540224-2016 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SENIOR HIGH SCHOOL   |
| 22 | Administrative Assistant II ( <b>Clerk IV</b> )           | OSEC-DECSB-ADAS2-540246-2016 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SENIOR HIGH SCHOOL   |
| 23 | Administrative  | OSEC-DECSB-ADAS2-            | 8 |           | Completion of two                              | 4 hours of                   | 1 year relevant            | Career Service  |  | SENIOR HIGH          |

|           |  |                              |   |           |  |                              |                            |   |  |                      |
|-----------|--|------------------------------|---|-----------|--|------------------------------|----------------------------|---|--|----------------------|
|           | Assistant II <b>(Clerk IV)</b>                             | 540237-2016                  |   | 19,744.00 | (2) years studies in college                   | relevant training            | experience                 | (Sub-professional) First Level Eligibility                |  | SCHOOL               |
| <b>24</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540246-2017 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| <b>25</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-DO2-540013-2011   | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SALCEDO HIGH SCHOOL  |
| <b>26</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540076-2014 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | TAYTAY IS            |
| <b>27</b> | Administrative Assistant II <b>(Clerk IV)</b>              | OSEC-DECSB-ADAS2-540240-2016 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SENIOR HIGH SCHOOL   |
| <b>28</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540239-2017 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| <b>29</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540254-2017 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| <b>30</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540248-2017 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | ELEMENTARY EDUCATION |
| <b>31</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540032-2018 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | MACARTHUR NAS        |
| <b>32</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540121-2004 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SULAT NHS            |
| <b>33</b> | Administrative Assistant II <b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540120-2004 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | SAMAR NPOSA          |

|           |   |                              |   |           |  |                              |                            |   |  |          |
|-----------|---|------------------------------|---|-----------|--|------------------------------|----------------------------|---|--|----------|
| <b>34</b> | Administrative Assistant II<br><b>(Disbursing Officer II)</b> | OSEC-DECSB-ADAS2-540037-2018 | 8 | 19,744.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | TAFT NHS |
| <b>35</b> | Administrative Assistant I<br><b>(Secretary I)</b>            | OSEC-DECSB-ADAS1-540028-2014 | 7 | 17,553.00 | Completion of two (2) years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-professional) First Level Eligibility |  | OSDS     |
| <b>36</b> | Administrative Aide VI<br><b>(Clerk III)</b>                  | OSEC-DECSB-ADA6-540027-2014  | 6 | 19,744.00 | Completion of two (2) years studies in college | None Required                | None Required              | Career Service (Sub-professional) First Level Eligibility |  | OSDS     |
| <b>37</b> | Administrative Aide VI<br><b>(Clerk III)</b>                  | OSEC-DECSB-ADA6-540135-2004  | 6 | 19,744.00 | Completion of two (2) years studies in college | None Required                | None Required              | Career Service (Sub-professional) First Level Eligibility |  | OSDS     |
| <b>38</b> | Administrative Aide VI<br><b>(Clerk III)</b>                  | OSEC-DECSB-ADA6-540029-2014  | 6 | 19,744.00 | Completion of two (2) years studies in college | None Required                | None Required              | Career Service (Sub-professional) First Level Eligibility |  | OSDS     |

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 March 9, 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 **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promoted 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).

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

**JOHN D. ALIDON**

Administrative Officer IV/HRMO-II

Brgy. Alang-alang, Capitol Site, Borongan City

[john.alidon@deped.gov.ph](mailto:john.alidon@deped.gov.ph)

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