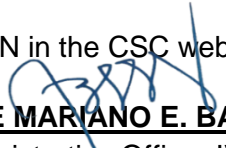


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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:

  
**JOSE MARIANO E. BARRIL, JR.**  
Administrative Officer IV/HRMO II

Date: April 12, 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	MASTER TEACHER I	OSEC-DECSB-MTCHR1-540235-2019	18	46725	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education w/ appropriate major; and 18 units for a Master's degree in Education or its equivalent.	None required	3 years relevant experience	RA 1080 (TEACHER)/ PBET/LET		ISABEL NCHS
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540071-2018	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		OSDS, DIVISION OF LEYTE

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 22,

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. Original or properly authenticated copy of certificate of eligibility/rating/license; and
4. Original or properly authenticated copy of Transcript of Records.
5. 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

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

**MARIZA S. MAGAN EdD, CESO V**

Schools Division Superintendent

Candahug, Palo, Leyte

[leytero8@deped.gov.ph](mailto:leytero8@deped.gov.ph)

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