

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:


ALVIN F. TANTUAN
Administrative Officer V

Date: April 18, 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 III	OSEC-DECSB- SP3-540010- 2011	21	62449	BSED; or Bachelor's degree with 18 professional education units + 6 units of management.	40 hours of relevant training	2 years as Principal	PBET/LET		STA. MESA NHS
2	MASTER TEACHER I	OSEC-DECSB- MTCHR1- 543013-1998	18	45203	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	PBET/LET		MAHAPLAG NHS
3	TEACHER I	OSEC-DECSB- TCH1-544078- 2012	11	25439	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/LET		LIBERTAD NHS

4	TEACHER III	OSEC-DECSB-TCH3-540519-2013	13	28276	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years relevant experience	PBET/LET		STA. FE NHS
5	TEACHER II	OSEC-DECSB-TCH2-540442-2012	12	27608	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	1 year relevant experience	PBET/LET		STA. FE NHS
6	TEACHER I	OSEC-DECSB-TCH1-540706-2012	11	25439	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	None required	PBET/LET		LIBERTAD NHS
7	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540061-2016	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
8	ADMINISTRATIVE ASSISTANT II (CLERK IV)	OSEC-DECSB-ADAS2-540108-2016	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
9	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540061-2014	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		BABATNGON NHS
10	DISBURSING OFFICER II	OSEC-DECSB-DO2-540006-2007	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		CARIGARA NHS
11	DISBURSING OFFICER II	OSEC-DECSB-DO2-540028-2007	8	18998	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		GREGORIO C. CATENZA NHS

12	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540062-2018	9	20402	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		OSDS, DIVISION OF LEYTE
13	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540069-2018	9	20402	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		OSDS, DIVISION OF LEYTE
14	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540148-2014	9	20402	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		DIVISION OF LEYTE
15	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540035-2017	9	20402	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		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 28, 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;
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.

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

MANUEL P. ALBAÑO, PhD., CESO V
Schools Division Superintendent
Candahug, Palo, Leyte
recruitment.leyte@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.