

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: July 29, 2021

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)	
S	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-540200-1998	22	68415	Master's degree in Educaiton or other relevant Master's degree	16 hours of relevant training	5 years comulative experience in instructional supervision and school management	RA1080 (TEACHER)		INSULAR
2	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-540188-1998	22	68415	Master's degree in Educaiton or other relevant Master's degree	16 hours of relevant training	5 years comulative experience in instructional supervision and school management	RA1080 (TEACHER)		INSULAR
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-542709-1998	18	43681	BEED or Bachelor's degree plus 18 professional units in Education, and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	PBET/LET		DIVISION OF LEYTE

4	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540043-2014	9	19593	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		TANAUAN SCHOOL OF CRAFTMANSHIP & HOME INDUSTRIES (TSCHI)
5	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540036-2011	9	19593	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		CALINGCAGUING NHS

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 August 8, 2021

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.

**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](mailto:recruitment.leyte@deped.gov.ph)

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