

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:

KAREN JANE ESPINA

HRMO

Date: January 21, 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 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540211- 2017 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |
| 2 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540212- 2017 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |
| 3 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540083- 2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |
| 4 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540082- 2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |
| 5 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540075- 2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |
| 6 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB- ADAS3-540269- 2014 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional) , First Level Eligibility | | Maasin City Division |

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| 7 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540081-2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional), First Level Eligibility | | Maasin City Division |
| 8 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540218-2017 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional), First Level Eligibility | | Maasin City Division |
| 9 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540219-2017 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional), First Level Eligibility | | Maasin City Division |
| 10 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540076-2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional), First Level Eligibility | | Maasin City Division |
| 11 | ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) | OSEC-DECSB-ADAS3-540078-2018 | 9 | 19,593.00 | Completion of Two Years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (SubProfessional), First Level Eligibility | | Maasin City Division |
| 12 | ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) | OSEC-DECSB-ADAS2-540326-2016 | 8 | 18,251.00 | Completion of two years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Maasin City Division |
| 13 | ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) | OSEC-DECSB-ADAS2-540214-2017 | 8 | 18,251.00 | Completion of two years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Maasin City Division |
| 14 | ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) | OSEC-DECSB-ADAS2-540218-2017 | 8 | 18,251.00 | Completion of two years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Maasin City Division |
| 15 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540220-2017 | 8 | 18,251.00 | Completion of two years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Maasin City Division |
| 16 | ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) | OSEC-DECSB-ADAS2-540213-2017 | 8 | 18,251.00 | Completion of two years in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Maasin City Division |
| 17 | Administrative Assistant I (Secretary I) | OSEC-DECSB-ADAS1-540046-2014 | 7 | 17,179.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) | | Maasin City Division |

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| 18 | ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I) | OSEC-DECSB-ADA6-540068-2014 | 6 | 16,200.00 | Completion of two years in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility | | Maasin City Division |
| 19 | ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I) | OSEC-DECSB-ADA6-540070-2014 | 6 | 16,200.00 | Completion of two years in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility | | Maasin City Division |
| 20 | TEACHER I | OSEC-DECSB-TCH1-556155-1998 | 11 | 23,877.00 | Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education | None required | None required | PBET, Teacher | | Maasin City Division |
| 21 | TEACHER I | OSEC-DECSB-TCH1-556164-1998 | 11 | 23,877.00 | Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education | None required | None required | PBET, Teacher | | Maasin City Division |
| 22 | TEACHER III | OSEC-DECSB-TCH3-540074-1999 | 13 | 28,276.00 | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 2 years of relevant experience | PBET, Teacher | | Maasin City Division |
| 23 | TEACHER III | OSEC-DECSB-TCH3-540180-2017 | 13 | 28,276.00 | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 2 years of relevant experience | PBET, Teacher | | Maasin City Division |

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|----|--------------------------|-------------------------------------|----|-----------|--|---------------|---------------|---|--|----------------------|
| 24 | TEACHER II (Academic) | OSEC-DECSB- TCH1-540527- 2016 | 12 | 26,052.00 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject | None required | None required | For PERMANENT: RA 1080 (Teacher), if not, they must pass the LET within 5 years after the date of first hiring (provisional appointments shall be effective not beyond the school year, subject to reappointment); For CONTRACTUAL and PRACTITIONERS (Part-Time): None required | | |
| 25 | TEACHER I (Academic) | OSEC-DECSB- TCH1-541331- 2016 | 11 | 23,877.00 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject | None Required | None Required | Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required, Practitioners (part-time only): None Required | | Maasin City Division |
| 26 | TEACHER I (Academic) | OSEC-DECSB- TCH1-541339- 2016 | 11 | 23,877.00 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject | None Required | None Required | Applicants for a permanent position: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required, Practitioners (part-time only): None Required | | Maasin City Division |

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 January 31, 2022.

All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Transcript of Records and other applicable documents for ranking; and
6. Omnibus Certification of Authenticity.

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

KAREN JANE B. ESPINA

Administrative Officer IV

Government Center, Brgy. Combado, Maasi

karenjane.espina@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.