

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 B. ESPINA  
HRMO

Date: February 16, 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	TEACHER III	OSEC-DECSB- TCH3-540992- 2014	13	31,320.00	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, TEACHER	N/A	MAASIN CITY DIVISION
2	TEACHER III	OSEC-DECSB- TCH3-540064- 2015	13	31,320.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	PBET, TEACHER	N/A	MAASIN CITY DIVISION
3	TEACHER II	OSEC-DECSB- TCH2-544438- 1998	12	29,165.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	PBET, TEACHER	N/A	MAASIN CITY DIVISION

4	TEACHER I	OSEC-DECSB-TCH1-556158-1998	11	27,000.00	Bachelor of Elementary Education (BEEEd) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, TEACHER	N/A	MAASIN CITY DIVISION
5	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540001-2014	9	21,211.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
6	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540166-2014	9	21,211.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
7	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540071-2014	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
8										
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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 February 26, 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. Photocopy of Certificate/s of Training, if applicable
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable

7. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

8. 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 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:

**KAREN JANE B. ESPINA**

Administrative Officer IV

Government Center, Brgy. Combado, Maasin City

[karenjane.espina@deped.gov.ph](mailto:karenjane.espina@deped.gov.ph)

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