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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*  
KAREN JANE ESPINA  
HRMO

Date: March 29, 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 OFFICER II	OSEC-DECSB-ADOF2-540257-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		ELEMENTARY
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540258-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		ELEMENTARY

3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540259-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ELEMENTARY
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540263-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	BATUAN INTEGRATED SCHOOL
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540267-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	SAN RAFAEL NATIONAL HIGH SCHOOL
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540261-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	TIGBAWAN INTEGRATED SCHOOL
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540268-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	LUNAS NATIONAL HIGH SCHOOL

8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540260-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ASUNCION INTEGRATED SCHOOL
9	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540262-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	MATIN-AW NATIONAL HIGH SCHOOL
10	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540264-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	CANYUOM INTEGRATED SCHOOL
11	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540265-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	MARIA CLARA INTEGRATED SCHOOL
12	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540266-2021	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	PANAN-AWAN INTEGRATED SCHOOL

13	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540148-2020	11	25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	ELEMENTARY
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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 April 8, 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](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 and other applicable documents for ranking; and
5. 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, Ergy. Combado, Maasin City

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

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