

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*  
KAREN JANE B. ESPINA  
HRMO

Date: June 22, 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 IV (ADMINISTRATIVE OFFICER II)	OSEC-DECSB-ADOF4- 540006-2022	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility	N/A	MAASIN CITY DIVISION
2	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	OSEC-DECSB-ADOF4- 540007-2022	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility	N/A	MAASIN CITY DIVISION
3	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR- 540003-2022	22	69,963.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)	N/A	MAASIN CITY DIVISION
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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.

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 July 3, 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](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.

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