

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

CARMENCIAL MARTIRES
HRMO
Date: 03/31/2023

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 II	OSEC-DECSB-ADAS2-540349-2016	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - SENIOR HIGH SCHOOL
2	Administrative Assistant II	OSEC-DECSB-ADAS2-540360-2016	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - SENIOR HIGH SCHOOL
3	Administrative Assistant II	OSEC-DECSB-ADAS2-540187-2017	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
4	Administrative Assistant II	OSEC-DECSB-ADAS2-540185-2017	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
5	Administrative Assistant II	OSEC-DECSB-ADAS2-540089-2014	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
6	Administrative Assistant II	OSEC-DECSB-ADAS2-540088-2014	8	19,744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY
7	Administrative Assistant III	OSEC-DECSB-ADAS3-540037-2014	9	21,211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR - ELEMENTARY

8	Administrative Aide VI	OSEC-DECSB-ADA6-540058-2004	6	17,553	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	DEPED, DIVISION OF NORTHERN SAMAR- ELEMENTARY
9	TEACHER II	OSEC-DECSB-TCH2-541306-2016	12	29,165	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080, as amended (TEACHER)	N/A	SAN ISIDRO II DISTRICT
10	Head Teacher I	OSEC-DECSB-HTEACH1-540050-2008	14	33,843	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	24 hours of relevant training	TIC for 1 year- or Teacher for 3 years	RA 1080, as amended (TEACHER)	N/A	DEPED, DIVISION OF NORTHERN SAMAR- ELEMENTARY

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 10, 2023.

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. 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).

For Person with Disability(PWD) applicants should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

LANI H. CERVANTES, CESO VI

Schools Division Superintendent

Cataman N. Samar

northernsamara@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.