

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:

  
MAHALIA M. LAURON  
HRMO

Date: September 19, 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	Assistant School Principal II	OSEC-DECSB-ASP2-540030-2016	19	49835	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education.	8 hours of relevant training	2 years of relevant experience	RA 1080 (Teacher)		SHS
2	Assistant School Principal II	OSEC-DECSB-ASP2-540031-2016	19	49835	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education.	8 hours of relevant training	2 years of relevant experience	RA 1080 (Teacher)		SHS
3	Head Teacher II	OSEC-DECSB-HTEACH2-540012-2008	15	35097	Bachelor's degree in Secondary Education or Bachelor's degree w/18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year or Teacher for 4 years	RA 1080 (Teacher)		Secondary

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 September 29, 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;
4. Photocopy of Transcript of Records;
5. Updated Service Record/Certificate of Employment;
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later

9. Copy of approved research, if any

10. Copy of related articles, books published in wide circulation, if any

11. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

**MAHALIA M. LAURON**

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Administrative Officer IV-Personnel

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Brgy. Punta, Ormoc City

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[hr.ormoc@deped.gov.ph](mailto:hr.ormoc@deped.gov.ph)

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