

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: October 10, 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 Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540105-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
2	MASTER TEACHER II	OSEC-DECSB-MTCHR2-540057-2016	19	49835	Master's degree in relevant strand/subject	12 hrs of training relevant to the subject area of specialization	5 years of relevant teaching/industry work experience	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High
3	MASTER TEACHER II	OSEC-DECSB-MTCHR2-540057-2016	19	49835	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I * Appropriate to the specialization	1 year of teaching experience and 1 yr of relevant industry work experience	Applicants for permanent appointment: RA 1080(Teacher); if not RA 1080 eligible, they must pass the LET w/n 5 yrs after the date of first hiring Applicants for a contractual position: None Required Practitioners (Part-time only): None Required		Senior High

4	MASTER TEACHER II	OSEC-DECSB-MTCHR2-540015-2008	19	49835	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in education; and 24 units for a Master's degree in Education or its equivalent	4 hrs relevant training	1 yr as Master Teacher 1 or 4 yrs as Teacher III	RA 1080 Teacher/PBET		Elementary
5	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-540002-2017	20	55799	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional education units + 6 units of Management	40 hrs of relevant training	1 yr as Principal	RA 1080 (Teacher/PBET)		Elementary
6	TEACHER II	OSEC-DECSB-TCH2-544882-1998	12	27608	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	None Required	1 year relevant experience	RA 1080 Teacher/PBET		Elementary
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540010-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540106-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540016-2017	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540099-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary

11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540198-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
12	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540009-2014	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
13	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540104-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
14	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540100-2018	9	20402	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
15	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540083-2014	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
16	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540025-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
17	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540144-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary

18	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540133-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
19	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540145-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
20	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540022-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Elementary
21	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-DO2-540007-2011	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
22	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540136-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
23	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540140-2016	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Secondary
24	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540021-2017	8	18998	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		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 October 20, 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;
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. Updated Service Record
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

Administrative Officer IV-Personnel

Brgy. Punta, Ormoc City

hr.ormoc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.