

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:


EVELYN R. FETALVERO, CESO IV
Regional Director

Date: 29-Sep-22

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	Senior Education Program Specialist	OSEC-DECSB-SREPS-540001-2020	19	49,835	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position	NA	Human Resource Development Division
2	Accountant I	OSEC-DECSB-A1-540034-2014	12	27,608	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	NA	Finance Division
3	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540038-2014	7	17,899	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	NA	Education Support Services Division

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 19, 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 (1 copy);
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2020-2021, 2019-2020, 2018-2019; for Calendar Year: 2021, 2020, 2019 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (1 copy);
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy);
5. Updated Service Records, if any (1 copy);
6. Copy of previously approved appointment, if any (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership earned /acquired from the last promotion (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days earned/acquired from the last promotion (1 copy of each certificate);
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and
10. Designation Orders; and other documents that have bearing in the evaluation.

For more details, please visit DepEd RO VIII website @ <https://region8.deped.gov.ph>

NOTE: 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).

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

EVELYN R. FETALVERO, CESO IV

Regional Director

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

region8@deped.gov.ph cc

personnel.region8@deped.gov.ph