


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:


ROTHEL R. CALINAO
HR-In-Charge

Date: June 30, 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 (Secretary II)	OSEC-DECSB-ADAS3-540086-2004	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
2	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540112-2018	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
3	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540113-2018	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
4	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540114-2018	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540205-2014	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540212-2014	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540218-2014	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540291-2017	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar

9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540264-2017	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Daram NHS
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540263-2017	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Ramon T. Diaz MHS
11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540260-2017	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Marabut NHS
12	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540028-2014	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Motiong NHS
13	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540027-2014	9	20,340.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Osmeña NHS
14	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540096-2004	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
15	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540268-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
16	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540269-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
17	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540271-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
18	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540272-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
19	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540273-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
20	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540274-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
21	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540277-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar

22	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540279-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
23	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540280-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
24	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540281-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
25	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540284-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
26	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540287-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
27	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540288-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
28	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540289-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
29	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540286-2016	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
30	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540288-2016	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
31	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540306-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
32	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540312-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
33	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540315-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
34	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540316-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar

35	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540317-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
36	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540318-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
37	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540266-2017	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Daram NHS
38	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540075-2018	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Division of Samar
39	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540078-2018	8	18,998.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional/First Level Eligibility)		Quintin Quijano Sr. Agr. School

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 10, 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. 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:

ROTHEL R. CALINAO

HR-In-Charge

Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines

hmodepedsam@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

