

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: July 4, 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	Head Teacher III (Secondary)	OSEC-DECSB-HTEACH3-540002-2003	16	38,150.00	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 2 years; or Teacher for 5 years	RA 1080 (Teacher)		Tarangnan NHS
2	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540295-2017	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

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 14, 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; 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

[hmodepedsamar@deped.gov.ph](mailto:hmodepedsamar@deped.gov.ph)

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

