


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: October 6, 2021

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-ADAS3-540086-2004	9	19,593.00	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 (Senior Bookkeeper)	OSEC-DECSB-ADAS3-5400120-2018	9	19,593.00	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 (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540276-2017	9	19,593.00	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 (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540280-2017	9	19,593.00	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 II (Clerk IV)	OSEC-DECSB-ADAS2-540074-2018	8	18,251.00	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 II (Clerk IV)	OSEC-DECSB-ADAS2-540075-2018	8	18,251.00	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 II (Clerk IV)	OSEC-DECSB-ADAS2-540076-2018	8	18,251.00	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 II (Clerk IV)	OSEC-DECSB-ADAS2-540098-2004	8	18,251.00	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 II (Clerk IV)	OSEC-DECSB-ADAS2-540078-2018	8	18,251.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar
10	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540079-2018	8	18,251.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar
11	Disbursing Officer II	OSEC-DECSB-DO2-540011-2007	8	18,251.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar
12	Teacher I (Secondary)	OSEC-DECSB-TCH1-543126-2015	11	23,877.00	Bachelor of Secondary Education (BSED); or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080 (Teacher)		Parasanon NHS
13	Disbursing Officer II	OSEC-DECSB-DO2-540013-2007	8	18,251.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540072-2016	11	23,877.00	Bachelor's degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Division of Samar

We are an equal opportunity agency and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, disability, religion, ethnicity or political affiliations.

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 16, 2021.

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.

**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@yahoo.com](mailto:hmodepedsamar@yahoo.com)

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