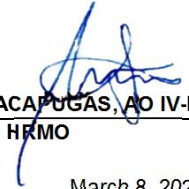


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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:

  
**MARDONIO B. MACAPUGAS, AO IV-HRMO**  
HRMO  
Date: March 8, 2022

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.            | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards               |               |               |                                     |                                  | Place of<br>Assignment          |
|-----|---|-------------------------------|---------------------------------|-------------------|---------------------------------------|---------------|---------------|-------------------------------------|----------------------------------|---------------------------------|
|     |   |                               |                                 |                   | Education                             | Training      | Experience    | Eligibility                         | Competency<br>(if<br>applicable) |                                 |
| 1   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540043-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | ELEM.                           |
| 2   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540044-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | ELEM.                           |
| 3   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540045-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | ELEM.                           |
| 4   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540046-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | ELEM.                           |
| 5   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540047-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | Guadalupe Height<br>Intg School |
| 6   | ADMINISTRATIVE OFFICER II<br>(Administrative Officer I)   | OSEC-DECSB-ADOF2-540048-2021; | 11                              | 25439             | Bachelor's Degree relevant to the job | None Required | None Required | CS (Prof.) 2nd level<br>eligibility |                                  | Greendale Res. Ingt.<br>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 March 18, 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.

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

**MARDONIO B. MACAPUGAS**

AO IV - HRMO

San Fernando Comp. Real St. Tacloban City

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.**