

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:


ETHEL S. ACUÑA
HRMO

Date: January 12, 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 Officer V (Administrative Officer III)	OSEC-DECSB- ADOF5-540067-2004	18	43681	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
2	Registrar I	OSEC-DECSB-R1- 540056-2016	11	23877	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

3	Teacher II (SHS;Academic)	OSEC-DECSB-TCH2- 540225-2021	12	26052	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required	Southern Leyte Division
4	Administrative Assistant II (Carpenter Foreman)	OSEC-DECSB-ADA2- 540096-2014	8	18251	High School Graduate or Completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Carpenter (MC11,s.96-Cat I)	Southern Leyte 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 January 24, 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 3 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 their application to:

GENIS S. MURALLOS ED.D., CESO V

 Schools Division Superintendent

 DepEd Mantahan, Maasin City, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.