

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:


MARIA FELMAR G. OLOR

HRMO

Date: May 5, 2020

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 II (Property Custodian)	540200-2016	8	17,505	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		
2	Administrative Assistant II (Disbursing Officer II)	540194-2017	8	17,505	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		
3	Administrative Assistant III (Senior Bookkeeper)	540017-2014 ; 540125-2018	9	18,763	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		
4	Special Science Teacher I (Senior High School)	540028-2017	13	26,754	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	RA 1080 (Teacher) Secondary; If not RA1080 eligible, they must pass the LET within five (5) years after the date of first hiring		

5	Teacher I (Elementary Grades)	540111-2019	11	22,316	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher		
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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 May 18, 2020.

- 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.

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

MARIA FELMAR G. OLOR

AO IV / Personnel

Mantahan, Maasin City, Southern Leyte

maria.olor@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.