

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 26, 2020

No.	Position Title (Parenthetical Title, if	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 (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		
2	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		
3	Principal I (Secondary Schools)	540144-2010	19	46,791	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-in- Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	PBET, Teacher		
4	Project Development Officer I	540022-2016	11	22,316	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		

5	Teacher II (Secondary Grades)	540430-2010	12	24,495	Bachelor of Secondary Education (BSED), or Bachelor's degree plus eighteen (18) professional units in Education with appropriate major	None required	1 year of relevant experience	PBET, Teacher		
nothing follows			-	-	-	-	-	-		
			-	-	-	-	-	-		

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 June 8, 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.