

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 15, 2019

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 I (Accounting Machine Operator II)	540049-2014	7	15,738	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat I), First Level Eligibility		
2	Special Education Teacher I (Elementary Grades)	540001-2018, 540002-2018, 540003-2018, 540004-2018	14	27,755	Bachelor's degree in elementary education (BSEED) or its equivalent	None required	None required	PBET/Teacher/RA 1080		
3	Teacher I (SHS; Academic Track & Core Subjects)	541317-2016	11	20,754	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	For PERMANENT: RA 1080 (Teacher), if not, they must pass the LET within 5 years after the date of first hiring (provisional appointments shall be effective not beyond the school year, subject to reappointment); For CONTRACTUAL and PRACTITIONERS (Part- Time): None required		
4	Administrative Assistant III (Senior Bookkeeper)	540242-2014, 540013-2014, 540237-2014, 540247-2014, 540017-2014	9	17,975	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		

5	Administrative Aide VI (Data Entry Machine Operator I)	540084-2014	6	14,847	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		
6	Administrative Assistant II (Disbursing Officer II)	540016-2007	8	16,758	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		
7	Administrative Aide I (Utility Worker I)	540165-2004, 540172-2004, 540164-2004, 540149-2004, 540159-2004	1	11,068	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		
8	Teacher II (SHS; Academic Track & Core Subjects)	540010-2018, 541247-2017	12	22,938	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	For PERMANENT: RA 1080 (Teacher), if not, they must pass the LET within 5 years after the date of first hiring (provisional appointments shall be effective not beyond the school year, subject to reappointment); For CONTRACTUAL and PRACTITIONERS (Part-Time): None required		

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 27, 2019.

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.