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must be in MS Excel format

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

DepEd Records
By: [Signature]
Date: 06-30-22
No. P

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:

LANI H. CERVANTES, CESO V
School Division Superintendent

Date: **07/05/2022**

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	Head Teacher II	OSEC-DECSB-HTEACH2-540012-2007	15	35,097	Bachelor's Degree in Secondary Education or it's equivalent with major and minor, or Bachelors degree in Arts and Sciences with at least ten (10) units in professional education.	4 hours relevant training	1 year relevant experience	RA 1080	None Required	San Roque-Pambujan Vocational High School
2	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540106-2004	3	14,125	Completion of two (2) years studies in college	None Required	None Required	None Required	None Required	San Roque-Pambujan Vocational High School
3	Watchman I	OSEC-DECSB-WCHM1-540109-1998	2	13,305	High School Graduate	None Required	None Required	None Required	None Required	San Roque-Pambujan Vocational High 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 **07/15/2022**

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 rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

For Person with Disability (PWD) applicants should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

DARIO D. SURIO, JR.
School Principal II
San Roque Pambujan Vocational High School
dario_surio@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.