

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:

  
**MARDONIO B. MACAPUGAS, AO IV-HRMO**  
**HRMO**

Date: January 6, 2021

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)	
	Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.		Do not include the acronym SG	Do not put any characters other than numbers (e.g. peso sign and comma)						
1	TEACHER III	OSEC-DECSB-TCH3-545660-1998	13	26754	BEED or its equivalent	None Required	None Required	RA1080 (Teacher)		ELEM
2	TEACHER II	OSEC-DECSB-TCH2-540138-2006	12	24495	BEED or its equivalent	None Required	None Required	RA1080 (Teacher)		ELEM
3	TEACHER II	OSEC-DECSB-TCH2-545019-1998	12	24495	BEED or its equivalent	None Required	None Required	RA1080 (Teacher)		ELEM
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540252-2014	09	18784	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS/Accounting
5	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540022-2007	09	18784	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		MNHS
6	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540167-2016	08	17505	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
7	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540165-2016	08	17505	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
8	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540065-2004	08	17505	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SJNHS
9	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540168-2016	08	17505	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
10	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540064-2004	08	17505	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		TCNHS
11	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540053-2014	06	15524	Completion of two (2) years	None Required	None Required	CS-SubProf (1st level eligibility)		OSDS/Personnel

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 14, 2021.

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](http://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:

**MARDONIO B. MACAPUGAS**

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AO IV - HRMO

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San Fernando Comp. Real St. Tacloban City

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[hmosdotac@deped.gov.ph](mailto:hmosdotac@deped.gov.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**