

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 28, 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 I	OSEC-DECSB-TCH1-540730-2015	11	23877	BEED or its equivalent	None Required	None Required	RA1080 (Teacher)		SCAN.NHS
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540253-2014	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS/Accounting
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540027-2017	08	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS

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,

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**

AO IV - HRMO

San Fernando Comp. Real St. Tacloban City

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

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