

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 S. MACAPUGAS, AO IV-HRMO
HRMO

Date: March 25, 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)	
1	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-540097-2010	21	60901	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + units of Management	40 hours of relevant Training	2 years as Principal	PBET/LET/RA1080		ELEM
2	HEAD TEACHER VI	OSEC-DECSB-HTEACH6-540007-2006	19	48313	BSED or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hrs of relevant Training	HT for 5 years; or MT for 4 years	PBET/LET/RA1080		CRMNHS
3	TEACHER II	OSEC-DECSB-TCH2-540075-2005	12	26052	BSED or its equivalent	None Required	None Required	PBET/LET/RA1080		LNHS
4	TEACHER II	OSEC-DECSB-TCH2-540084-2015	12	26052	BSED or its equivalent	None Required	None Required	PBET/LET/RA1080		LNHS
5	TEACHER II	OSEC-DECSB-TCH2-540087-2015	12	26052	BSED or its equivalent	None Required	None Required	PBET/LET/RA1080		LNHS
6	TEACHER I	OSEC-DECSB-TCH1-541065-2012	11	23877	BSED or its equivalent	None Required	None Required	PBET/LET/RA1080		LNHS
7	TEACHER I	OSEC-DECSB-TCH1-566633-1998	11	23877	BSED or its equivalent	None Required	None Required	PBET/LET/RA1080		LNHS
8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540100-2020	11	23878	Bachelor's Degree	None Required	None Required	CS (Prof.)		ELEM
9	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540026-2017	09	18784	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS-Personnel
10	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540025-2017	09	18784	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
12	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540090-2018	08	17505	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		TCNHS

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 April 5, 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;
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.

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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

hrmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.