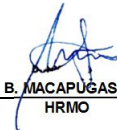


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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: OCTOBER 24, 2022

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.            | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                                                                                                                                       |                              |                                                      |                                                                              | Competency<br>(if<br>applicable) | Place of<br>Assignment |
|-----|-----------------------------------------------------------|-------------------------------|---------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------|------------------------|
|     |                                                           |                               |                                 |                   | Education                                                                                                                                                                                     | Training                     | Experience                                           | Eligibility                                                                  |                                  |                        |
| 1   | MASTER TEACHER II                                         | OSEC-DECSB-MTCHR2-540010-2003 | 19                              | 49835             | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent | 4 hours of relevant training | 1 year as Master Teacher I or 4 years as Teacher III | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 2   | MASTER TEACHER I                                          | OSEC-DECSB-MTCHR1-542068-1998 | 18                              | 45203             | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent | None Required                | 3 years relevant experience                          | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 3   | GUIDANCE COUNSELOR III                                    | OSEC-DECSB-GUIDC3-540045-2005 | 13                              | 29798             | Master's degree in Guidance and Counseling                                                                                                                                                    | 4 hours of relevant training | 2 years of relevant experience                       | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 4   | GUIDANCE COUNSELOR I                                      | OSEC-DECSB-GUIDC1-540016-1998 | 11                              | 25439             | Master's degree in Guidance and Counseling                                                                                                                                                    | None Required                | None Required                                        | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 5   | MASTER TEACHER I                                          | OSEC-DECSB-MTCHR1-543067-1998 | 18                              | 45203             | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent | None Required                | 3 years relevant experience                          | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 6   | TEACHER III                                               | OSEC-DECSB-TCH3-540377-2016   | 13                              | 29798             | Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major                                                                    | None Required                | 2 years of relevant experience                       | RA 1080 (TEACHERS) LET/PBET                                                  | N/A                              | LNHS                   |
| 7   | ADMINISTRATIVE ASSISTANT II (Administrative Assistant)    | OSEC-DECSB-ADAS2-540027-2017  | 08                              | 18998             | Completion of two years studies in College                                                                                                                                                    | 4 hours of relevant training | 1 year relevant experience                           | Relevant MC1s,1996 Career Service (Sub-Professional/First Level Eligibility) | N/A                              | ELEM                   |
| 8   | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)          | OSEC-DECSB-ADAS3-540027-2017  | 09                              | 20402             | Completion of two years studies in College                                                                                                                                                    | 4 hours of relevant training | 1 year relevant experience                           | Relevant MC1s,1996 Career Service (Sub-Professional/First Level Eligibility) | N/A                              | ELEM                   |

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 November 3, 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](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.
5. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any
11. 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).

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

**MARIZA S. MAGAN, EdD., CESO V**  
Schools Division Superintendent  
San Fernando Comp. Real St. Tacloban City  
[hrmosdotac@deped.gov.ph](mailto:hrmosdotac@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.