

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: July 16, 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	TEACHER I	OSEC-DECSB-TCH1-541701-2016	11	23877	Academic Track and Core Subject Bachelor's degree with a major in the relevant strands/subject; or any Bachelor's degree plus at least 15 units towards a Master's degree in relevant stands/subject	None Required	None Required	RA 1080 (Teachers)		SHS
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540167-2016	08	18251	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540164-2016	08	18251	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540172-2016	08	18251	Completion of two (2) years	4 hrs of relevant training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS

5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540171-2016	08	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		SHS
6	ADMINISTRATIVE ASSISTANT I	OSEC-DECSB-ADAS1-540042-2014	07	17179	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		ELEM
7	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540049-2014	06	16200	Completion of two (2) years	None Required	None Required	CS-SubProf (1st level eligibility)		ELEM
8	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540049-2014	06	16200	Completion of two (2) years	None Required	None Required	CS-SubProf (1st level eligibility)		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 July 27, 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.

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.

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.