

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: August 27, 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	
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540033-2021; OSEC-DECSB-ADOF2-540034-2021; OSEC-DECSB-ADOF2-540035-2021; OSEC-DECSB-ADOF2-540036-2021; OSEC-DECSB-ADOF2-540037-2021; OSEC-DECSB-ADOF2-540038-2021; OSEC-DECSB-ADOF2-540039-2021; OSEC-DECSB-ADOF2-540040-2021; OSEC-DECSB-ADOF2-540041-2021; OSEC-DECSB-ADOF2-540043-2021; OSEC-DECSB-ADOF2-540044-2021; OSEC-DECSB-ADOF2-540045-2021; OSEC-DECSB-ADOF2-540046-2021;	11	23887	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	ELEM.
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540047-2021	11	23887	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	Guadalupe Height Intg School
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540048-2021	11	23887	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	Greendale Res. Ingt. School

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 September 6, 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**

AO IV - HRMO

San Fernando Comp. Real St. Tacloban City

[hrmosdotac@deped.gov.ph](mailto: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.**