

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:

  
ETHEL S. ACUÑA  
HRMO

Date: June 22, 2023

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	Senior Education Program Specialist	OSEC-DECSB-SREPS-540045-2014	19	51357	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET; RA 1080 (Teacher); Career Service (Professional), Appropriate Eligibility for Second Level Positions		Southern Leyte Division
2	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540304-2014	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
3	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540303-2014	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540052-2016	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
5	Registrar I	OSEC-DECSB-R1-540053-2016	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

6	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540189-2017	9	21211	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Southern Leyte Division
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540272-2014	9	21211	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Southern Leyte Division
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540240-2014	9	21211	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Southern Leyte Division
9	Administrative Assistant II (Property Custodian)	OSEC-DECSB-ADAS2-540200-2016	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		Southern Leyte Division
10	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540195-2017	8	19744	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
11	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540192-2017	8	19744	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
12	Security Guard I	OSEC-DECSB-SECG1-540124-1998	3	14678	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat II)		Southern Leyte Division

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 2, 2023.

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; Training Certificates
5. EEO Statement. 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:

**JOSILYN S. SOLANA ED.D.,CESO V**

Schools Division Superintendent

DEPED Mantahan, Maasin City

---

[southernleyte.division@deped.gov.ph](mailto:southernleyte.division@deped.gov.ph)

---

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