

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:

*[Signature]*  
DULCE S. CADAPOS  
AO II / OIC-HRMO

Date: 10/12/2023

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	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540402- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540403- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540404- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540405- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540406- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540407- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
7	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540408- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540409- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540410- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540411- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
11	Teacher I (Elementary Grades)	OSEC-DECSB- TCH1-540311- 2011	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
12	Teacher I (Secondary Grades)	OSEC-DECSB- TCH1-540348- 2011	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
13	Teacher I (Elementary Grades)	OSEC-DECSB- TCH1-540443- 2017	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division

14	Teacher I (Secondary Grades)	OSEC-DECSB-TCH1-540749-2014	11	27000	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
15	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541063-2015	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
16	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541106-2015	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
17	Teacher I (Academic)	OSEC-DECSB-TCH1-541343-2017	11	27000	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part-time only): None required		Southern Leyte Division
18	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541567-2018	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division

19	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541891-2017	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
20	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-556415-1998	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher (RA 1080), Teacher		Southern Leyte Division
21	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540412-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
22	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540413-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
23	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540414-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
24	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540415-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
25	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540416-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
26	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540417-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
27	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540418-2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

28	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540419- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
29	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540420- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
30	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540421- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
31	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540422- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
32	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540423- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
33	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540424- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
34	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540425- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
35	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540426- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
36	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540427- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
37	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540428- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

38	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540429- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
39	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540430- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
40	Project Development Officer I	OSEC-DECSB- PDO1-540083- 2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
41	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540431- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
42	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540432- 2023	11	27000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
43	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB- ADA6-540083- 2014	6	17553	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Southern Leyte Division
44	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB- ADA6-540084- 2014	6	17553	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Southern Leyte Division
45	Education Program Supervisor	OSEC-DECSB- EPSVR-540028- 2010	22	71511	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Head Teacher	RA 1080 (Teacher)		Southern Leyte Division

46	Senior Education Program Specialist	OSEC-DECSB-SREPS-540046-2014	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	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
47	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541611-2018	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher,(ra 1080), Teacher		Southern Leyte Division
48	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541554-2018	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher,(ra 1080), Teacher		Southern Leyte Division
49	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-540202-2013	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher,(ra 1080), Teacher		Southern Leyte Division
50	Teacher I (Elementary Grades)	OSEC-DECSB-TCH1-541620-2018	11	27000	Bachelor of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	None required	PBET, Teacher,(ra 1080), Teacher		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 October 22, 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. EEOP 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.**