


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:

  
DULCE S. CANAVOS  
ADII/OIC-HRMO

Date: 10/17/2023

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.           | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                              |   |   |                               | Place of Assignment     |
|-----|--|------------------------------|---------------------------------|-------------------|--|------------------------------|---|---|-------------------------------|-------------------------|
|     |  |                              |                                 |                   | Education  | Training                     | Experience  | Eligibility   | Competency<br>(if applicable) |                         |
| 1   | Administrative Assistant III (Senior Bookkeeper)       | OSEC-DECSB-ADAS3-540240-2014 | 9                               | 21211             | 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 |
| 2   | Administrative Assistant III (Senior Bookkeeper)       | OSEC-DECSB-ADAS3-540272-2014 | 9                               | 21211             | 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 |
| 3   | Administrative Assistant III (Senior Bookkeeper)       | OSEC-DECSB-ADAS3-540250-2014 | 9                               | 21211             | 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 |
| 4   | Administrative Assistant III (Senior Bookkeeper)       | OSEC-DECSB-SRBK-540016-2007  | 9                               | 21211             | 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 |
| 5   | Senior Education Program Specialist                    | OSEC-DECSB-SREPS-540046-2014 | 19                              | 51357             | Bachelor's degree in Education or its equivalent and completion of | 8 hours of relevant training | 2 years experience in education research, development | Career Service (Professional), Second Level Eligibility   |                               | Southern Leyte Division |

|    |   |                              |    |       |  |                              |  |  |  |                         |
|----|---|------------------------------|----|-------|--|------------------------------|--|--|--|-------------------------|
| 6  | Education Program Supervisor                        | OSEC-DECSB-EPSVR-540028-2010 | 22 | 71511 | Master's degree in Education or other relevant Master's degree with specific completion of two | 8 hours of relevant training | 2 years as Principal or 2 years as Head Teacher or 2 | RA 1080 (Teacher)  |  | Southern Leyte Division |
| 7  | Administrative Assistant III (Computer Operator II) | OSEC-DECSB-ADAS3-540122-2018 | 9  | 21211 | years in college or high school graduate with relevant   | 4 hours of relevant training | 1 year of relevant experience                        | Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First |  | Southern Leyte Division |
| 8  | Administrative Officer IV (Personnel)               | OSEC-DECSB-ADOF4-540302-2014 | 15 | 36619 | Bachelor's degree  | 4 hours of relevant training | 1 year of relevant experience                        | Career Service (Professional), Second Level Eligibility                  |  | Southern Leyte Division |
| 9  | Administrative Officer IV (Supply)                  | 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 |
| 10 | Registrar I   | OSEC-DECSB-RI-540054-2016    | 11 | 27000 | Bachelor's degree  | None required                | None required  | Career Service (Professional), Second Level Eligibility                  |  | 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 27, 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.**

