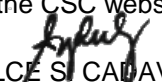


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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. CADAVOS
AGII/OIC-HRMO

Date: 10/18/2023

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 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 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, PBET; Teacher, Career Service (Professional) Appropriate Eligibility for Second Level Positions		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 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
7	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540122-2018	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 Officer IV (Human Resource Management Officer II)	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 (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
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 28, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

