

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:


MILDIE C. AGUS
OIC-HRMO

Date: January 5, 2024

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	SCHOOL PRINCIPAL II	OSEC-DECSB- SP2-540148- 2011	20	57,347.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		ELEMENTARY EDUCATION
2	SCHOOL PRINCIPAL II	OSEC-DECSB- SP2-540159- 2011	20	57,347.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		ELEMENTARY EDUCATION

3	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-541044-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		ELEMENTARY EDUCATION
4	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-540975-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		ELEMENTARY EDUCATION
5	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-540981-2010	19	51,357.00	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	Head Teacher for 1 year; or Teacher-In-Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years	RA 1080 (Teacher)		ELEMENTARY EDUCATION

6	TEACHER III	OSEC-DECSB-TCH3-540758-2011	13	31,320.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	RA 1080 (Teacher)		ELEMENTARY EDUCATION
7	TEACHER III	OSEC-DECSB-TCH3-543552-1998	13	31,320.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	RA 1080 (Teacher)		ELEMENTARY EDUCATION
8	TEACHER III	OSEC-DECSB-TCH3-540782-2022	13	31,320.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	RA 1080 (Teacher)		PRE-SCHOOL EDUCATION

9	TEACHER II	OSEC-DECSB-TCH2-545990-1998	12	29,165.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	None required	1 year of relevant experience	RA 1080 (Teacher)		ELEMENTARY EDUCATION
10	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540073-2014	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		ELEMENTARY EDUCATION
11	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	OSEC-DECSB-ADAS3-540018-2018	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION
12	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	OSEC-DECSB-ADAS3-540020-2018	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION

13	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	OSEC-DECSB-ADAS3-540014-2018	09	21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION
14	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540393-2016	08	19,744.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		SENIOR HIGH SCHOOL
15	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540025-2014	06	17,553.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION
16	TEACHER II	OSEC-DECSB-TCH2-540577-2016	12	29,165.00	ACAD: Bachelor's degree majoring in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in relevant strand/subject TVL: Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	ACAD: None Required TVL: At least NC II+ TMC I *Appropriate to the specialization	ACAD: None Required TVL: None Required	Regular applicants for a permanent position: RA 1080 (Teacher); if not, they must pass the LET within 5 (five) years of hiring		SENIOR HIGH 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 January 15, 2024.

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 for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MILDIE C. AGUS

Administrative Officer II

San Fernando St. Brgy. G., Borongan City

depedborongancity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.