

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:

  
**KAREN JANE B. ESPINA**  
HRMO

Date: May 24, 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	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB- ADOF2-540505- 2023	11	27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	MAASIN CITY DIVISION
2	SENIOR EDUCATION PROGRAM SPECIALIST	SREPS-540038- 2014	19	51,357.00	Bachelor's Degree in Education or it's 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; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Positions	N/A	SGOD
3	GUIDANCE COUNSELOR II	OSEC-DECSB- GUIDC2-540127- 2016	12	29,165.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Maasin City Division

4	GUIDANCE COUNSELOR II	OSEC-DECSEB-GUIDC2-540128-2016	12	29,165.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Maasin City Division
5	SPECIAL EDUCATION TEACHER II	OSEC-DECSEB-SPET2-540017-2019	15	36,619.00	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	1 year experience as Special Education Teacher	PBET, TEACHER	N/A	MAASIN CITY DIVISION
6	HEAD TEACHER II	OSEC-DECSEB-HTEACH2-541484-2022	15	36,619.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	Head Teacher for 1 year; or Teacher for 4 years	RA 1080 (Teacher)	N/A	MAASIN CITY DIVISION
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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 June 5, 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](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.
5. Photocopy of Certificate/s of Training, if applicable
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
7. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
8. 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:

**KAREN JANE B. ESPINA**

Administrative Officer IV

Government Center, Brgy. Combado, Maasin City

[karenjane.espina@deped.gov.ph](mailto:karenjane.espina@deped.gov.ph)

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