

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

No.	Position Title (Paraphrased Title, if applicable)	Plantilla Item No.	Monthly Salary/ Job/ Pay Grade	Education	Training	Experience	Eligibility	Competency (if applicable)
1	ADMINISTRATIVE OFFICER IV	OSEC-DECSB-ADDF4-390014-2014	33, 575.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADDF2-390274-2021	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
8	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PD01-390011-2015	23, 877.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	DIVISION OF CATAVAJUANES (ELEMENTARY)
9	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADASS-390008-2018	19, 593.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY	SENIOR HIGH SCHOOL
10	TEACHER II (ACADEMIC TRACK)	OSEC-DECSB-TD02-390081-2019	26, 002.00	BACHELOR'S DEGREE WITH A MAJOR IN THE RELEVANT STRAND/SUBJECT, OR ANY BACHELOR'S DEGREE ALIAS AT LEAST LIMITED TOWARDS A MASTERS IN RELEVANT STRAND/SUBJECT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY <small>REQUIREMENTS FOR APPLICANTS: 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 3 YEARS SIGNED BY THE IMMEDIATE HEAD; 3. UPDATED SERVICE RECORD; 4. LATEST APPROVED APPOINTMENT; 5. PHOTOGRAPHY OF CERTIFICATE OF ELIGIBILITY/RATING/LICENSE; 6. PHOTOCOPY OF TRANSCRIPT OF RECORDS; 7. CERTIFICATE OF RELEVANT TRAINING/SEMINARS ATTENDED; AND 8. OTHER DOCUMENT RELEVANT TO THE POSITION APPLIED FOR. 9. FOR MORE DETAILS, PLEASE CONTACT 02-82015933/25</small>	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
11	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PDS-390249-1998	68, 415.00	MASTERS DEGREE IN EDUCATION OR OTHER RELEVANT MASTERS DEGREE	16 HOURS OF RELEVANT TRAINING	5 YEARS CUMULATIVE EXPERIENCE IN INSTRUCTIONAL SUPERVISION AND SCHOOL MANAGEMENT	CAREER SERVICE (PROFESSIONAL)/SECOND LEVEL ELIGIBILITY <small>REQUIREMENTS FOR APPLICANTS: 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 3 YEARS SIGNED BY THE IMMEDIATE HEAD; 3. UPDATED SERVICE RECORD; 4. LATEST APPROVED APPOINTMENT; 5. PHOTOGRAPHY OF CERTIFICATE OF ELIGIBILITY/RATING/LICENSE; 6. PHOTOCOPY OF TRANSCRIPT OF RECORDS; 7. CERTIFICATE OF RELEVANT TRAINING/SEMINARS ATTENDED; AND 8. OTHER DOCUMENT RELEVANT TO THE POSITION APPLIED FOR. 9. FOR MORE DETAILS, PLEASE CONTACT 02-82015933/25</small>	CURRICULUM IMPLEMENTATION 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 18, 2021.

- Letter of Intent
- 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;
- Performance rating for the last 3 years signed by the immediate head;
- Updated Service Record;
- Latest approved appointment;
- Photography of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records;
- Certificate of Relevant Trainings/Seminars attended; and
- Other document relevant to the position applied for.
- For more details, please contact 02-82015933/25

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

SUSAN S. COLLANO
Assistant Schools Division Superintendent
CSC - Office of the Schools Division Superintendent
DINEEC - SDO Catanduanes, San Roque, Virgo, Catanduanes
scollano@education.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

This agency upholds Equal Employment Opportunity Principle that shall be no discrimination in selection of employees on the basis of sex, age, marital status, disability, religion, race, color, creed, ancestry, sex, primary and filial, political affiliation or other similar factors of personal characteristics which are not related to the principles of merit, fitness for the job and equal opportunity.

Electronic copy may be submitted to the CSC PDS Portal (www.csc.gov.ph)

RECEIVED
DATE: October 15, 2021

MAE PELLE B. LAINE
Administrative Officer IV

October 15, 2021

Office of the Schools Division Superintendent