

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:

**MARYBELLE B. LAINE**  
Administrative Officer IV  
September 2, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	TEACHER I	OSEC-DECSB-TCH1-390926-2002	11	23,877.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
2	TEACHER I	OSEC-DECSB-TCH1-419694-1988	11	23,877.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
3	TEACHER I	OSEC-DECSB-TCH1-394411-2018	11	23,877.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
4	TEACHER I	OSEC-DECSB-TCH1-390523-2007	11	23,877.00	BACHELOR OF SCIENCE IN EDUCATION MAJOR IN EARLY CHILDHOOD EDUCATION OR BACHELORS DEGREE HOLDER WITH 18 UNITS IN EARLY CHILDHOOD EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (KINDERGARTEN)
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390002-2012	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		BAGAMANOC RURAL DEVELOPMENT 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 September 12, 2021.

1. Letter of Intent
2. 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);
3. Performance rating for the last 3 years signed by the immediate head;
4. Latest Service Record;
5. Latest Certificate of Eligibility/Rating/License;
6. Photocopy of certificate of eligibility/rating/license;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant Trainings/Seminars attended; and
9. Other document relevant to the position applied for.
10. For more details, please contact 02291363325

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

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC - Office of the Schools Division Superintendent  
DepEd - SDO Catanduanes, San Roque, Virgo, Catanduanes  
[scs@seccion.cde@deped.gov.ph](mailto:scs@seccion.cde@deped.gov.ph)

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

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances whatsoever to the principles of merit, fitness for the job and equal opportunity."