

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

To: CIVIL SERVICE COMMISSION (CSC)

Electronic copy to be submitted to the CSC FO must be in MS Excel format.



MARICEL B. LLAVE  
Administrative Officer IV  
Senior Human Resource Specialist

September 8, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390013-2018	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT TRAINING	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		BATO RURAL DEVELOPMENT HIGH SCHOOL
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390203-2017	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT TRAINING	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		PANGANIBAN NATIONAL HIGH SCHOOL
3	TEACHER I	OSEC-DECSB-TCH1-394439-2018	11	23,877.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION (BSED); OR BACHELOR'S DEGREE W/ 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
4	TEACHER II	OSEC-DECSB-TCH2-390089-2002	12	26,052.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION (BSED); OR BACHELOR'S DEGREE W/ 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	1 YEAR OF RELEVANT EXPERIENCE	RA1080 (TEACHER)		PANGANIBAN NATIONAL 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 18, 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. Updated Service Record;
5. Last approved appointment;
6. Photocopy of certificate of eligibility/rating/license;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant trainings/examiners attended; and
9. Other document relevant to the position applied for.
10. For more details, please contact 09291383325

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

**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent  
DapEd - SDO Catanduanes, San Roque, Virac, Catanduanes  
[personnelsection.csdo@deped.gov.ph](mailto:personnelsection.csdo@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, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."