

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:

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



MARICHELLE B. LLAVE
Administrative Officer IV
October 19, 2023

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

No. (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 III OSEC-DECSB-ADAS3-390229-2017	9	21,211.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) / FIRST LEVEL ELIGIBILITY		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2	HEAD TEACHER III OSEC-DECSB-HTEAQH3-390016-1999	16	39,672.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION, OR BACHELOR'S DEGREE W/ 18 PROFESSIONAL EDUCATION UNITS WITH APPROPRIATE FIELD OF SPECIALIZATION	24 HOURS OF RELEVANT TRAINING	HT FOR 2 YEARS OR TEACHER FOR 5 YEARS	RA 1080 (TEACHER)		GIGMOTO RURAL DEVELOPMENT HIGH SCHOOL
3	HEAD TEACHER III OSEC-DECSB-HTEAQH3-390185-2022	16	39,672.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION, OR BACHELOR'S DEGREE W/ 18 PROFESSIONAL EDUCATION UNITS WITH APPROPRIATE FIELD OF SPECIALIZATION	24 HOURS OF RELEVANT TRAINING	HT FOR 2 YEARS OR TEACHER FOR 5 YEARS	RA 1080 (TEACHER)		SAN VICENTE NATIONAL HIGH SCHOOL
4	HEAD TEACHER II OSEC-DECSB-HTEAQH2-390091-2019	15	36,619.00	BACHELOR'S DEGREE IN SECONDARY EDUCATION, OR BACHELOR'S DEGREE W/ 18 PROFESSIONAL EDUCATION UNITS WITH APPROPRIATE FIELD OF SPECIALIZATION	24 HOURS OF RELEVANT TRAINING	HT FOR 1 YEAR OR TEACHER FOR 4 YEARS	RA 1090 (TEACHER)		DARAO NATIONAL HIGH SCHOOL
5	ADMINISTRATIVE ASSISTANT III OSEC-DECSB-ADAS3-390208-2017	9	21,211.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		CABUGAO INTEGRATED 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 November 8, 2023.

- Letter of Intent addressed to the Head of Office
- Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate of Training, if applicable;
- Photocopy of latest appointment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- Checklist of Requirements and Omnibus Sworn Statement on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
- Other documents but not limited to (Means of Verification (MCOV)s) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
- For more details, please contact 09858064971 or email us thru personnelsection.cid@deped.gov.ph

MARICHELLE B. LLAVE

Administrative Officer IV

DepEd - SDO Calanduanes, San Roque, Virac, Calanduanes

personnelsection.cid@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."

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MARICHELLE B. LLAVE
Administrative Officer IV
October 19, 2023

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					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390208-2017	8	19,744.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) / FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390002-2012	8	19,744.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	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 November 3, 2023.

1. Letter of Intent addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WVES_PDS
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
11. Other documents but not limited to Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
12. For more details, please contact 09858064971 or email us thru personnelsection.cdd@deped.gov.ph

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:
MARICHELLE B. LLAVE
Administrative Officer IV
DepEd - SDO Calanduanes, San Roque, Calanduanes
personnelsection.cdd@deped.gov.ph

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Administrative Officer IV
Office 19, 2023

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					Education	Training	Experience	Eligibility	
1	NURSE II	OSEC-DECSB-NURS2-392004-2021	16	39,672.00	BACHELOR OF SCIENCE IN NURSING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080	SCHOOL GOVERNANCE AND OPERATIONS DIVISION
2	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393325-1988	18	46,725.00	BACHELOR OF ELEMENTARY EDUCATION (BEE) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION, AND 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	RA1090 (TEACHER)	DIVISION OF CAYANDUANES (ELEMENTARY)
3	MASTER TEACHER I	OSEC-DECSB-MTCHR1-393311-1988	18	46,725.00	BACHELOR OF ELEMENTARY EDUCATION (BEE) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION, AND 18 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	RA1090 (TEACHER)	DIVISION OF CAYANDUANES (ELEMENTARY)

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 November 6, 2023.

1. Letter of intent addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable), you may download the form at bit.ly/fe212_PDS & bit.ly/wes_PDS
3. Photocopy of valid and updated PRC License/D, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
11. Other documents but not limited to (Means of Verification (MOCVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
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QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MARICHELLE B. LLAVE
Administrative Officer IV

DepEd - SDO Calanduanes, San Roque, Virac, Calanduanes

perso.nnelsection.ctld@deped.gov.ph

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