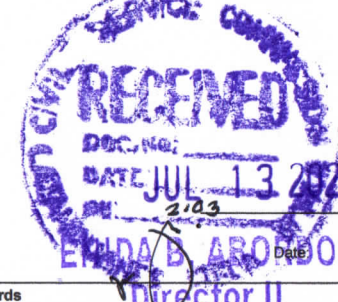


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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

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:



EVA S. TOLENTINO
Administrative Officer V

July 13, 2023

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	
1	Security Guard I	OSEC-DECSB-SECG1-390001-1999	3	14,678.00	High School Graduate	None Required	None Required	Security Guard License (MC 11.s.- Cat. II)	Bato Rural Development High School
2	Security Guard I	OSEC-DECSB-SECG1-390004-2000	3	14,678.00	High School Graduate	None Required	None Required	Security Guard License (MC 11.s.- Cat. II)	Pandan School of Arts & Trades
3	Administrative Assistant II	OSEC-DECSB-ADAS2-390013-2018	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 (Subprofessional)/First Level Eligibility	Bato Rural Development High School
4	Administrative Assistant III	OSEC-DECSB-ADAS3-390204-2017	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 (Subprofessional)/First Level Eligibility	Panganiban National High School
5	Nurse II	OSEC-DECSB-NURS2-390010-2021	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Senior High School
6	Head Teacher III	OSEC-DECSB-HTEACH3-390058-1999	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 relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)	Catanduanes National High School
7	School Principal II	OSEC-DECSB-SP2-390141-2016	20	57,347.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours relevant training	1 year as Principal	RA 1080 (Teacher)	Senior 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 July 28, 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/WES_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/s 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 09810357708 or email us thru personnelsection.ctd@deped.gov.ph

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."

QUALIFIED APPLICANTS are advised to hand in or send through courier or through the link their application to:

MARICHELLE B. LLAVE

Administrative Officer IV

DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes

personnelsection.ctd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.