

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

Date:

MARICHELLE B. BLAVE  
Administrative Officer IV  
June 18, 2025

ENIDA M. BORDO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Director II Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390419-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		AGBAN NATIONAL HIGH SCHOOL
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390420-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		ANTIPOLO NATIONAL HIGH SCHOOL
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390421-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		BOTE INTEGRATED SCHOOL
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390422-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		BUGAO NATIONAL HIGH SCHOOL
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390423-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		TUBLI NATIONAL HIGH SCHOOL
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390424-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		CABGAB NATIONAL HIGH SCHOOL
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390425-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		COBO INTEGRATED SCHOOL
8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390426-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		CODON NATIONAL HIGH SCHOOL
9	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390427-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		DARIAO NATIONAL HIGH SCHOOL
10	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390428-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		DORORIAN NATIONAL HIGH SCHOOL
11	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390429-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		HAWAN NATIONAL HIGH SCHOOL
12	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390430-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		LICTIN INTEGRATED SCHOOL
13	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390431-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		MAGNESA NATIONAL HIGH SCHOOL
14	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390432-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		MANAMBAG NATIONAL HIGH SCHOOL
15	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390433-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		MAYGAWAY NATIONAL HIGH SCHOOL
16	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390434-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		MILAVIGA INTEGRATED SCHOOL
17	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390435-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		PALTA NATIONAL HIGH SCHOOL
18	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390436-2025	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY		PALUMBANES INTEGRATED SCHOOL







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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 June 30, 2025.

1. Letter of Intent addressed to the Head of Office

2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), you may download the form at [bit.ly/F212\\_PDS & bit.ly/WES\\_PDS](mailto: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 or previous job or position relevant to the position to be filled;

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](mailto: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 (052)81 14063 or email us thru [personnelsection.ctd@deped.gov.ph](mailto: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 their application to:

MARICHELLE B. LLAVE

Administrative Officer IV

DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes

[personnelsection.ctd@deped.gov.ph](mailto:personnelsection.ctd@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.