

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:

**MARICHELLE B. LLAVE**  
Administrative Officer IV  
Date: August 03, 2023

No.	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SFST1-390339-2022	13	31,320.00	BACHELOR'S DEGREE IN A SPECIALIZED FIELD IN SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS, OR OTHER APPLIED COURSES AS IDENTIFIED AND APPROVED BY DOST AS PRIORITY S&T COURSES	NONE REQUIRED	NONE REQUIRED	RA 1080 (TEACHER) SECONDARY: IF NOT RA 1080 ELIGIBLE, APPLICANT MUST PASS THE LET WITHIN FIVE (5) YEARS AFTER THE DATE OF FIRST HIRING		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 August 13, 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](http://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](http://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](http://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](mailto:personnelsection.ctd@deped.gov.ph)

**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](mailto:personnelsection.ctd@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."

