

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:

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



Date:

MARICHELLE B. LLAVE
Administrative Officer IV - V
August 17, 2023

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

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	TEACHER I	OSEC-DECSB-TCH1-391207-2015	11	27,000.00	BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)	MAGNESIA NATIONAL HIGH SCHOOL
2	TEACHER I	OSEC-DECSB-TCH1-394381-2018	11	27,000.00	BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)	CARAMORAN SCHOOL OF FISHERIES

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 27, 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 Certificates of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if 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 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
- 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.
- For more details, please contact 09810357708 or email us thru personnelsection.ctdd@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.ctdd@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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Date:

MARICHELLE B. LLAVE
Administrative Officer IV
August 17, 2023

No.	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390588-1998	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	RA1080 (TEACHER)		PANDAN SCHOOL OF ARTS AND TRADES
2	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-390005-2004	9	21,211.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) ELIGIBILITY		BARAS RURAL DEVELOPMENT HIGH SCHOOL
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390216-2016	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		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 29, 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;
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Administrative Officer IV

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					Education	Training	Experience	Eligibility	
1	MASTER TEACHER II	OSEC-DECSB-MTCH2-391101-1998	19	51,357.00	BACHELOR OF ELEMENTARY EDUCATION (BEEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION, AND 24 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HOURS OF RELEVANT TRAINING	1 YEAR AS MASTER TEACHER III OR 4 YEARS AS TEACHER III	RA1090 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)
2	MASTER TEACHER II	OSEC-DECSB-MTCH2-391070-1998	19	51,357.00	BACHELOR OF ELEMENTARY EDUCATION (BEEED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION, AND 24 UNITS FOR A MASTERS DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HOURS OF RELEVANT TRAINING	1 YEAR AS MASTER TEACHER III OR 4 YEARS AS TEACHER III	RA1090 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)
3	MASTER TEACHER I	OSEC-DECSB-MTCH1-393203-1998	18	46,725.00	BACHELOR OF ELEMENTARY EDUCATION (BEEED) 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 CATANDUANES (ELEMENTARY)
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADMS3-390217-2017	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

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 30, 2023.

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