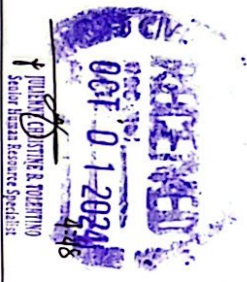


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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:

October 1, 2024

**MARICHELLE B. LLAVE**  
Administrative Officer IV

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

No. (Parental Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	EDUCATION PROGRAM SUPERVISOR	OSEC-DECSB-EPSVR-390077-2010	22	74,936.00	MASTERS DEGREE IN EDUCATION OR OTHER RELEVANT MASTERS DEGREE WITH SPECIFIC AREA OF SPECIALIZATION	8 HOURS OF RELEVANT TRAINING	2 YEARS AS PRINCIPAL OR 2 YEARS AS HEAD TEACHER OR 2 YEARS AS MASTER TEACHER	RA1090 (TEACHER)		CURRICULUM IMPLEMENTATION DIVISION
2	SENIOR EDUCATION PROGRAM SPECIALIST	OSEC-DECSB-SREPS-390037-2014	19	53,973.00	BACHELORS DEGREE IN EDUCATION OR ITS EQUIVALENT AND COMPLETION OF ACADEMIC REQUIREMENTS FOR MASTERS DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS EXPERIENCE IN EDUCATION RESEARCH, DEVELOPMENT, IMPLEMENTATION OR OTHER RELEVANT EXPERIENCE	RA1090 (TEACHER) CAREER SERVICE (PROFESSIONAL) APPROPRIATE ELIGIBILITY FOR SECOND LEVEL POSITION		SCHOOL GOVERNANCE AND OPERATIONS DIVISION
3	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EPS2-390077-2014	16	41,916.00	BACHELORS DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HOURS OF RELEVANT TRAINING	2 YEARS EXPERIENCE IN EDUCATION RESEARCH, DEVELOPMENT, IMPLEMENTATION OR OTHER RELEVANT EXPERIENCE	RA1090 (TEACHER) CAREER SERVICE (PROFESSIONAL) APPROPRIATE ELIGIBILITY FOR SECOND LEVEL POSITION		CURRICULUM IMPLEMENTATION DIVISION
4	MEDICAL OFFICER III	OSEC-DECSB-MDOF3-390142-2010	21	67,005.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1090		SCHOOL GOVERNANCE AND OPERATIONS DIVISION
5	NURSE II	OSEC-DECSB-NURS2-390008-2021	16	41,916.00	BACHELOR OF SCIENCE IN NURSING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080		SENIOR HIGH SCHOOL
6	ACCOUNTANT I	OSEC-DECSB-A1-390042-1998	12	30,705.00	BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		PANDAN SCHOOL OF ARTS AND TRADES
7	ACCOUNTANT I	OSEC-DECSB-A1-390036-1998	12	30,705.00	BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		CARAMORAN RURAL DEVELOPMENT HIGH SCHOOL
8	ACCOUNTANT I	OSEC-DECSB-A1-390031-2008	12	30,705.00	BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		CATANDUANES NATIONAL HIGH SCHOOL
9	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390029-2014	6	18,255.00	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
10	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390032-2014	6	18,255.00	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 October 11, 2024.

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 [btly/f212\\_PDS & btly/WES\\_PDS](mailto:btly/f212_PDS & btly/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 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 Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at [btly/Annex\\_C](mailto:btly/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)8114083 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 their application to:

**MARCHELLE B. LLAVE**

Administrative Officer IV

DepEd - SDO Calanduanes, San Roque, Virac, Calanduanes

[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."