

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

Electronic copy to be submitted to the CSC EC 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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

**MARCHELLE B. LLAVE**  
Administrative Officer IV  
Date: May 28, 2024

No. (Parenthetical Title, if applicable)	Position Title	Parental Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	TEACHER I	OSEC-DECSB-TCH1-394353-2018	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)		PANDAN SCHOOL OF ARTS AND TRADES

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 7, 2024.

- Letter of Intent
- 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/F312\\_PDS](http://bit.ly/F312_PDS) & [bit.ly/WES\\_PDS](http://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 Certificate 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 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)
- 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 09858064971 or email us thru [personnelsection.cdd@deped.gov.ph](mailto:personnelsection.cdd@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."

**MARCHELLE B. LLAVE**

Administrative Officer IV  
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes  
[personnelsection.cdd@deped.gov.ph](mailto:personnelsection.cdd@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.