

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.

No.	Position Title (Parent/child Title, if applicable)	Parent/child Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MEDICAL OFFICER III	OSEC-DECSB-MDOFA-390142-2010	21	70,013.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080		SCHOOL GOVERNANCE AND OPERATIONS DIVISION
2	EDUCATION PROGRAM SPECIALIST II	OSEC-DECSB-EFSA-390038-2014	16	43,560.00	BACHELOR'S DEGREE IN EDUCATION OR ITS EQUIVALENT	4 HOURS OF RELEVANT TRAINING	2 YEARS EXPERIENCE IN EDUCATION RESEARCH, DEVELOPMENT, IMPLEMENTATION OR OTHER RELEVANT EXPERIENCE	RAT080 (TEACHER) CAREER SERVICE (PROFESSIONAL) APPROPRIATE ELIGIBILITY FOR SECOND LEVEL POSITION		CURRICULUM IMPLEMENTATION DIVISION
3	ACCOUNTANT I	OSEC-DECSB-A1-390004-1998	12	32,245.00	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		PANDAY SCHOOL OF ARTS AND TRADES
4	ACCOUNTANT I	OSEC-DECSB-A1-390001-2008	12	32,245.00	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		CATANDUANES NATIONAL HIGH SCHOOL
5	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-390200-2016	11	30,024.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
6	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADA32-390009-2018	9	23,226.00	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
7	SENIOR BOOKKEEPER	OSEC-DECSB-SR8K-390005-2004	9	23,226.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		BARAS RURAL DEVELOPMENT HIGH SCHOOL
8	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA32-390207-2016	8	21,448.00	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
9	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA32-390223-2017	8	21,448.00	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 ASSISTANT II	OSEC-DECSB-ADA32-390020-2018	8	21,448.00	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		SUPANO DATMO NATIONAL HIGH SCHOOL
11	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA32-390210-2017	8	21,448.00	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
12	SECURITY GUARD II	OSEC-DECSB-SECG2-390018-1998	5	17,896.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE		CATANDUANES NATIONAL HIGH SCHOOL
13	SECURITY GUARD II	OSEC-DECSB-SECG2-390017-1998	5	17,896.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE		BATO RURAL DEVELOPMENT HIGH SCHOOL
14	SECURITY GUARD I	OSEC-DECSB-SECG1-390247-1998	3	15,852.00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE		DIVISION OF CATANDUANES (ELEMENTARY)

Date: \_\_\_\_\_

**RECEIVED**  
MAR 06 2019  
MARCH 06 9:45 AM  
Administrative Division  
D. S. S. S.

Electronic copy to be submitted to the CSC and to the relevant offices.  
(Initials)

15	SECURITY GUARD I	OSEC-DECSB-SECG1-390231-1998	3	15 852 00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE	DIVISION OF CATANDUANES (ELEMENTARY)
16	SECURITY GUARD I	OSEC-DECSB-SECG1-390239-1998	3	15 852 00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE	DIVISION OF CATANDUANES (ELEMENTARY)
17	SECURITY GUARD I	OSEC-DECSB-SECG1-390004-2000	3	15 852 00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE	DIVISION OF CATANDUANES (ELEMENTARY)
18	SECURITY GUARD I	OSEC-DECSB-SECG1-390221-1998	3	15 852 00	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE	DIVISION OF CATANDUANES (ELEMENTARY)
19	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390487-2004	1	14 091 00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	DIVISION OF CATANDUANES (ELEMENTARY)
20	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390469-2004	1	14 091 00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	DIVISION OF CATANDUANES (ELEMENTARY)
21	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390467-2004	1	14 091 00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	DIVISION OF CATANDUANES (ELEMENTARY)
22	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390466-2004	1	14 091 00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	DIVISION OF CATANDUANES (ELEMENTARY)
23	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390521-2004	1	14 091 00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	SAN MIGUEL RURAL DEVELOPMENT HIGH SCHOOL
24	SPECIAL SCIENCE TEACHER I	OSEC-DECSB-SFST1-390339-2022	13	34 421 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 SAT COURSES	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER) SECONDARY IF NOT RA 1090 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 February 17, 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](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 Certificates 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](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 (052)8114063 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

**MARICHELLE B. LEAVE**  
 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."