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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/ Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (If applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ADMINISTRATIVE OFFICER II</td>
<td>OSEC-DEC5B-ADCF2-390219-2310</td>
<td>11</td>
<td>22,310.00</td>
<td>BACHELOR’S DEGREE RELEVANT TO THE JOB</td>
<td>NONE REQUIRED</td>
<td>NONE REQUIRED</td>
<td>CAREER SERVICE PROFESSIONAL/SECOND LEVEL ELIGIBILITY</td>
<td>SENIOR HIGH SCHOOL</td>
<td></td>
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<tr>
<td>2</td>
<td>ADMINISTRATIVE ASSISTANT II</td>
<td>OSEC-DEC5B-ADAS2-390216-2216</td>
<td>8</td>
<td>17,505.00</td>
<td>COMPLETION OF TWO-YEAR STUDIES IN COLLEGE</td>
<td>4 HOURS OF RELEVANT TRAINING</td>
<td>1 YEAR OF RELEVANT EXPERIENCE</td>
<td>CAREER SERVICE SUB PROFESSIONAL-FIRST LEVEL ELIGIBILITY</td>
<td>SENIOR HIGH SCHOOL</td>
<td></td>
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<tr>
<td>3</td>
<td>ADMINISTRATIVE ASSISTANT II</td>
<td>OSEC-DEC5B-ADAS2-390220-2216</td>
<td>6</td>
<td>17,505.00</td>
<td>COMPLETION OF TWO-YEAR STUDIES IN COLLEGE</td>
<td>4 HOURS OF RELEVANT TRAINING</td>
<td>1 YEAR OF RELEVANT EXPERIENCE</td>
<td>CAREER SERVICE SUB PROFESSIONAL-FIRST LEVEL ELIGIBILITY</td>
<td>SENIOR HIGH SCHOOL</td>
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<td>4</td>
<td>TEACHER III</td>
<td>OSEC-DEC5B-TOH3-390508-2018</td>
<td>13</td>
<td>28,754.00</td>
<td>BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR’S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR</td>
<td>NONE REQUIRED</td>
<td>2 YEARS RELEVANT EXPERIENCE</td>
<td>RA-1080 (TEACHER)</td>
<td>HAWAN NATIONAL HIGH SCHOOL</td>
<td></td>
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<tr>
<td>5</td>
<td>TEACHER I</td>
<td>OSEC-DEC5B-TOH1-427026-1999</td>
<td>11</td>
<td>22,310.00</td>
<td>BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR’S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR</td>
<td>NONE REQUIRED</td>
<td>NONE REQUIRED</td>
<td>RA-1080 (TEACHER)</td>
<td>PANGAN SCHOOLS OF ARTS AND TRADES</td>
<td></td>
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</tbody>
</table>

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 18, 2020:

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Performance rating for the last 3 years signed by the immediate head
4. Updated Service Record
5. Latest approved appointment
6. Photocopy of certificate of eligibility/license
7. Photocopy of Transcript of Records
8. Certificate of Relevant training/seminars attended; and
9. Other document relevant to the position applied for.
10. For more details, please contact 09231385325

QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to:

DANilo E. DESPI
Schools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Vdac, Catanduanes
personnelsection.sdo@dsed.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This agency submits Equal Employment Opportunity Principles: “that it shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, atheistic, social status, income class, parenthood and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of