



REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
 REGION V  
 REGIONAL CENTER SITE, KAWIS, LIGAZAN CITY  
 Tel. (052) 482-0046 Fax (052) 482-0049  
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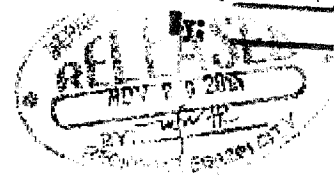


**RECEIVED**

DepEd Division Office - Marikina  
 Office of the Regional Director

Date NOV 23 2015  
 Time 4:30 pm  
 By: [Signature]

November 19, 2015



**MEMORANDUM TO:**

All Interested Qualified Applicants

011439

In line with the implementation of the Rationalization Program of the Department under Executive Order No. 366, s. 2004, the herewith positions are now open to all interested qualified applicants from within and external to DepEd.

Application letters stating the position/s applied for and its/their corresponding place of assignment/s, together with the following supporting documents for ranking (with tabbing and arranged as listed), must be submitted through the Regional Director, ATTN: Personnel Section **on or before November 27, 2015.**

1. Personal Data Sheet (CS Form 212)
2. Eligibility / Report of Board Rating and PRC Certification of Good Standing
3. Performance rating for the last three (3) rating periods
4. Updated Service Record
5. Copy of the previous appointment
6. Outstanding accomplishments \*
  - a. Outstanding Employee Award
  - b. Innovations
  - c. Research and Development Projects
  - d. Publication/Authorship
  - e. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
    - letter of invitation/ memorandum & program of activities
    - certificate of recognition/commendation
7. Transcript of Records / Special Order
8. In-service trainings / seminars \*
9. Specialized Trainings e.g. Scholarship Programs, Short Courses, Study Grants, if any \*
10. Chair/Co-chair in a technical/planning committee, if any \*

\* Trainings, outstanding accomplishments, scholarship grants, and chairman/co-chairmanship in a technical planning committee gained effective the last appointment.

**Note:** Photocopied documents must be authenticated.

Please be advised accordingly.

**RAMON FEL G. ABCEDE**  
 Regional Director

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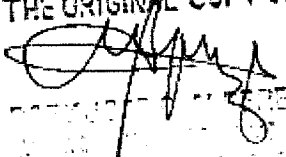
RAMON FEL G. ABCEDE  
 REGIONAL DIRECTOR  
 OFFICE OF THE REGIONAL DIRECTOR  
 REGIONAL CENTER SITE, LIGAZAN CITY  
 DEPED REGION V

# BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

Date of Release:

Published by:  
**DEPARTMENT OF EDUCATION**  
**Regional Office No. V**  
Rawis, Legazpi City

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OFFICE OF THE REGIONAL SUPERVISOR  
OF EDUCATION - REGION V  
LEGAZPI CITY

# BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 - Province of Albay

Date of Release:

Agency	Department of Education Regional Office V
Position	<b>Attorney IV</b>
No. of Vacancies	One (1)
Salary Grade	23
Place of Assignment	Office of the Regional Director - Legal Unit
Item Number (s)	OSEC-DECSB-ATY4-390017-2014

**Qualification Requirements**

Education	Bachelor of Laws
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>PROJECT DEVELOPMENT OFFICER IV</b>
No. of Vacancies	One (1)
Salary Grade	22
Place of Assignment	Education Support Services Division (ESSD) - Special Programs and Projects Section
Item Number (s)	OSEC-DECSB-PDO4-390040-2014

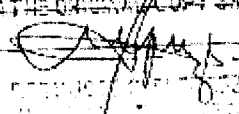
**Qualification Requirements**

Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional); Second Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>EDUCATION PROGRAM SUPERVISOR</b>
No. of Vacancies	Four (4)
Salary Grade	22
Place of Assignment	Curriculum and Learning Management Division (CLMD) - Office of the Division Chief -1; Quality Assurance Division (QAD) -2; Human Resource Development Division (HRDD)-1
Item Number (s)	OSEC-DECSB-EPSVR-390053-2010; OSEC-DECSB-EPSVR-390052-2010; OSEC-DECSB-EPSVR-390054-2010; OSEC-DECSB-EPSVR-390016-2010

**Qualification Requirements**

Education	Master's degree in Education or other relevant Master's degree with specific area of specialization
Experience	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
Training	8 hours of relevant training
Eligibility	RA 1080 (Teacher)
Other Qualifications	

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 DEPARTMENT OF EDUCATION - REGION 5  
 ALBAY

Agency	Department of Education Regional Office No. 5
Position	<b>ACCOUNTANT III</b>
No. of Vacancies	One (1)
Salary Grade	19
Place of Assignment	Finance Division - Accounting Section
Item Number (s)	OSEC-DECSB-A3-390002-1998
<b>Qualification Requirements</b>	
Education	Bachelor's degree in Commerce/Business Administration (major in Accounting)
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE OFFICER V (Information Officer III)</b>
No. of Vacancies	One (1)
Salary Grade	18
Place of Assignment	Office of the Regional Director - Public Affairs Unit
Item Number (s)	OSEC-DECSB-ADOF5-390008-2004
<b>Qualification Requirements</b>	
Education	Bachelor's Degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional); Second Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office V
Position	<b>ADMINISTRATIVE OFFICER V (Records Officer III)</b>
No. of Vacancies	One (1)
Salary Grade	18
Place of Assignment	Administrative Division - Records Section
Item Number (s)	OSEC-DECSB-ADOF5-390010-2004
<b>Qualification Requirements</b>	
Education	Bachelor's degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	Career Service (Professional); Second Level Eligibility
Other Qualifications	

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 OFFICE OF THE REGIONAL DIRECTOR  
 DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE NO. 5  
 DIVISION

Agency	Department of Education Regional Office No. 5
Position	<b>EDUCATION PROGRAM SPECIALIST II</b>
No. of Vacancies	One (1)
Salary Grade	15
Place of Assignment	Policy, Planning and Research Division
Item Number (s)	OSEC-DECSB-EPS2-390095-2014
<b>Qualification Requirements</b>	
Education	Bachelor's degree in Education or its equivalent
Experience	2 years experience in education research, development, implementation or other relevant experience
Training	4 hours of relevant training
Eligibility	PRET Teacher Career Service (Professional), Appropriate Eligibility for Second Level Position
Other Qualifications	

Agency	Department of Education Regional Office No. 5
POSITION	<b>PROJECT DEVELOPMENT OFFICER II</b>
No. of Vacancies	One (1)
Salary Grade	15
Place of Assignment	Office of the Regional Director-Public Affairs Unit
Item Number (s)	OSEC-DECSB-PDO2-390060-2014
<b>Qualification Requirements</b>	
Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Professional), Second Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE OFFICER II</b>
No. of Vacancies	One (1)
Salary Grade	11
Place of Assignment	Policy, Planning and Research Division
Item Number (s)	OSEC-DECSB-ADO2-390006-2004
<b>Qualification Requirements</b>	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional), Second Level Eligibility
Other Qualifications	

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 OFFICE OF THE REGIONAL DIRECTOR  
 DEPARTMENT OF EDUCATION  
 DIVISION OF OFFICIALS AND PERSONNEL

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE OFFICER II (Budget Officer I)</b>
No. of Vacancies	Two (2)
Salary Grade	11
Place of Assignment	Finance Division-Budget Section
Item Number (s)	OSEC-DECSB-ADOF2-390005-2004; OSEC-DECSB-ADOF2-390008-2004
<b>Qualification Requirements</b>	
Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
Eligibility	Career Service (Professional); Second Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE ASSISTANT III (Secretary II)</b>
No. of Vacancies	One (1)
Salary Grade	9
Place of Assignment	Office of the Regional Director Proper
Item Number (s)	OSEC-DECSB-ADAS3-390006-2004
<b>Qualification Requirements</b>	
Education	
Experience	Completion of two years studies in college
Training	1 year of relevant experience
Eligibility	4 hours of relevant training
Other Qualifications	Career Service (Subprofessional); First Level Eligibility

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE ASSISTANT III</b>
No. of Vacancies	One (1)
Salary Grade	9
Place of Assignment	Administrative Division - General Services Unit
Item Number (s)	OSEC-DECSB-ADAS3-390010-2004
<b>Qualification Requirements</b>	
Education	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional)/First Level Eligibility
Other Qualifications	

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Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE ASSISTANT II</b>
No. of Vacancies	One (1)
Salary Grade	8
Place of Assignment	Curriculum and Learning Management Division (CLMD) – I RMD Section
Item Number (s)	OSEC-DECSB-ADAS2-390007-2014

**Qualification Requirements**

Education	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11, s. 1996 Career Service (Subprofessional)/ First Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE ASSISTANT I (Computer Operator I)</b>
No. of Vacancies	One (1)
Salary Grade	7
Place of Assignment	Finance Division - Office of the Division Chief
Item Number (s)	OSEC-DECSB-ADAS1-390021-2014

**Qualification Requirements**

Education	Completion of two years studies in college or High School Graduate with relevant vocational/trade course
Experience	None required
Training	None required
Eligibility	Career Service (Sub-professional): Data Encoder (MC 11, s. 1996-Cat. I): First Level Eligibility
Other Qualifications	

Agency	Department of Education Regional Office No. 5
Position	<b>ADMINISTRATIVE AIDE IV (Driver II)</b>
No. of Vacancies	One (1)
Salary Grade	4
Place of Assignment	Office of the Regional Director Proper
Item Number (s)	OSEC-DECSB-ADA4-390019-2004

**Qualification Requirements**

Education	Elementary School Graduate
Experience	None required
Training	None required
Eligibility	Driver License (MC 11, s. 96-Cat. II)
Other Qualifications	

Prepared by: *Salome D. Antonio*  
**SALOME D. ANTONIO**  
 Administrative Officer V

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*[Signature]*

APPROVED BY:  
*[Signature]*  
**RAMON FIEL G. ABCEDE**  
 Regional Director