

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 (Parenthetical Title, if applicable)	Plausilla Item No.	Salary/ Job Pay Grade	Education	Qualification Standards		Eligibility	Competency (if applicable)	Place of Assignment
					Training	Experience			
1	CHIEF EDUCATION SUPERVISOR	OSEC-DECSB-CES-390028-2014	24 85,074.00	MASTERS DEGREE IN EDUCATION OR OTHER RELEVANT MASTERS DEGREE	24 HOURS OF TRAINING IN MANAGEMENT AND SUPERVISION	4 YEARS RELEVANT EXPERIENCE INVOLVING MANAGEMENT AND SUPERVISION	RA 1080 (TEACHER)		SCHOOL GOVERNANCE AND OPERATIONS DIVISION
2	TEACHER II	OSEC-DECSB-TOCH2-390123-2012	12 24,485.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 (TEACHER)		DIVISION OF CATALUNYANES (ELEMENTARY)
3	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAM-390098-2004	6 15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
4	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAM-390086-2004	6 15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
5	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAM-390087-2004	6 15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
6	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAM-390030-2004	6 15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		CURRICULUM IMPLEMENTATION DIVISION
7	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390206-2016	8 17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		SENIOR HIGH SCHOOL
8	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390202-2016	8 17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		SENIOR HIGH SCHOOL
9	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390014-2014	8 17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
10	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390015-2018	8 17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
11	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390011-2018	8 17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		CARAMORAN RURAL DEVELOPMENT HIGH SCHOOL
									BAGAMUNOC RURAL DEVELOPMENT HIGH SCHOOL

Date: November 25, 2020

MARICELLE B. LLAVE  
Administrative Officer IV

Price of Assignment: 3,360

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 factor/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity.

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 December 7, 2020.

- Letter of Intent
- 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](http://www.csc.gov.ph);
- Valid and current identification card issued by the immediate head;
- Updated Service Record/Certificate of Employment;
- Latest approved appointment;
- Photocopy of certificate of eligibility/eligibility license;
- Photocopy of Transcript of Records;
- Photocopy of other documents attached; and
- Other document relevant to the position applied for.

Interested qualified applicants may use the office of the HRMO or please contact 0929-198-3325 for more details.

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

**DAMELO E. DEBPI**  
School Division Office - Caramoran  
Caramoran, Zamboanga City  
DagEd - SDO Caramoran, San Rosalia, Vique, Caramoran  
per:comsubdivision.cde@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.