

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:

MAFARIELLE B. LLAVE  
Administrative Officer IV  
Date: January 9, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Pay Grade	Monthly Salary	Education	Training	Qualification Standards Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SENIOR EDUCATION PROGRAM SPECIALIST	OSEC-DECSB-SREPS-390035-2014	19	46,791.00	BACHELORS DEGREE IN EDUCATION OR ITS EQUIVALENT AND COMPLETION OF ACADEMIC REQUIREMENTS FOR MASTERS DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS EXPERIENCE IN EDUCATION, RESEARCH, DEVELOPMENT, IMPLEMENTATION OR OTHER RELEVANT EXPERIENCE	RA 1080 (TEACHER) / CAREER SERVICE (PROFESSIONAL) APPROPRIATE ELIGIBILITY FOR SECOND LEVEL POSITION		SCHOOL GOVERNANCE AND OPERATIONS DIVISION
2	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-390152-2014	9	15,784.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		DIVISION OF CATALUNANES (ELEMENTARY)
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS2-3900214-2017	9	18,784.00	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 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

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or later than January 16, 2021.

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating for the last 3 years signed by the immediate head;
4. Updated Service Record;
5. Last approved appointment;
6. Photocopy of certificate of eligibility/rating/license;
7. Photocopy of latest resume;
8. Certificate of Recent Trainings/Seminars attended; and
9. Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0929-130-3325 for more details.

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

DANILO E. DESPI  
Schools Division Superintendent  
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes  
[personnelsection.cde@deped.gov.ph](mailto:personnelsection.cde@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, sex, religion, race, color, national origin, disability, marital status, political affiliation, or other factors, except where such discrimination is based on factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."



Electronic copy to be submitted to the CSC FO must be in MS Excel Format.