

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

Date: **29 October 2020**

MARICELLE B. LUYE
Academy/Training Officer IV

No.	Position Title (Parenthetical Title, if applicable)	Flanilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)
1	TEACHER I	OSEC-DECSB-TCH1-419976-1998	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)	Division of Catanduanes (Elementary)
2	TEACHER I	OSEC-DECSB-TCH1-419750-1998	11	22,316.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-390214-2017	9	18,764.00	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-ADAS2-390202-2016	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
5	TEACHER III	OSEC-DECSB-TCH3-390491-2013	13	26,754.00	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	RA1080 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)

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 November 6, 2020.

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;
3. Photocopy of the applicant's valid Philippine Identification Card (ID) or any other appropriate identification card;
4. Updated Salary Record/Certificate of Employment;
5. Last approved appointment;
6. Photocopy of certificate of eligibility/rating/license;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant 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 0929-139-3325 for more details.

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

DANILO E. DESPI
Schoools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnel@education.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, sex, race, color, religion, disability, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."