

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:



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

MARICHELLE B. BLAVE
Administrative Officer IV

October 8, 2020

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390219-2016	11	22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390216-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB PROFESSIONAL/ FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390200-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB PROFESSIONAL/ FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
4	TEACHER III	OSEC-DECSB-TCH3-390508-2018	13	26,754.00	BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	RA1080 (TEACHER)		HAWAN NATIONAL HIGH SCHOOL
5	TEACHER I	OSEC-DECSB-TCH1-427036-1998	11	22,316.00	BACHELOR OF SECONDARY EDUCATION (BSED) OR BACHELOR'S DEGREE PLUS 18 PROFESSIONAL UNITS IN EDUCATION WITH APPROPRIATE MAJOR	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)		PANDAN SCHOOL OF ARTS AND TRADES

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 (CS 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. Last approved appointment;
6. Photocopy of certificate of eligibility/rating/licensure;
7. Photocopy of Transcript of Records
8. Certificate of Relevant trainings/seminars attended; and
9. Other document relevant to the position applied for;
10. For more details, please contact 09291383325

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
personnel.section.sdo@deped.gov.ph

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 factors/personal circumstances which run counter to the principles of

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.