

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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

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:

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CARLEEN S. SEDILLA CESO V
Schools Division Superintendent
Date: February 13, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantile Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Education Program Supervisor	OSEC-DECSB-EPSVR-30175-2010; 30177-2010	22	71,511.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		CID
2	Teacher I	OSEC-DECSB-TCH1-31617-2014	11	27,000.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)		MBHS
3	Administrative Assistant III	OSEC-DECSB-ADAS3-30093-2018	9	21,211.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility		OSDS-Accounting Unit

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 February 23, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificate of Training.

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

ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Centennial Ave., Tunasan, Munt. City
recruitment.sdomuntinlupa@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade	annual_salary	eligibility	education	training	experience	competency instructions	posting_date	closing_date
DEPARTMENT OF EDUCATION	CID	Education Program Supervisor	OSEC-DECSB-EPSVR-30175-2010; 30177-2010	22	71511 RA 1080 (Teacher)		Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	<p>Interestec	13-Feb-23	23-Feb-23
DEPARTMENT OF EDUCATION	MBHS	Teacher I	OSEC-DECSB-TCH1-31617-2014	11	27000 RA 1080 (Teacher)		Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	None Required	<p>Interestec	13-Feb-23	23-Feb-23
DEPARTMENT OF EDUCATION	OSDS-Accounting Unit	Administrative Assistant III	OSEC-DECSB-ADAS3-30093-2018	9	21211 Career Service (Subprofessional)/ First Level Eligibility	Relevant MC 11 s. 1996	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	<p>Interestec	13-Feb-23	23-Feb-23

