

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:

*ANGELA M. FRANCISCO*  
ADMINISTRATIVE OFFICER IV - HRMO  
Date: May 25, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Counselor I	OSEC-DECSB-GUIDC1-30007-2013; 31257-2011; 30021-2008	11	27,000.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Senior High School MNHS/MBHS/MSHS/ PEDHS
2	Administrative Assistant II	OSEC-DECSB-ADAS2-30048-2018; 30043-2017; 30044-2017; 30111-2016; 30112-2016; 30113-2016; 30024-2015; 30049-2018	8	19,744.00	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		Elementary/Junior High School/Senior High School/OSDS
3	Guidance Counselor II	OSEC-DECSB-GUIDC2-30221-2016; 30222-2016; 30223-2016; 30224-2016; 30225-2016; 30226-2016; 30227-2016; 30228-2016	12	29,165.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Senior High School
4	Administrative Officer II	OSEC-DECSB-ADOF2-30059-2016	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Senior High School
5	Registrar I	OSEC-DECSB-R1-30054-2016	11	27,000.00	Bachelor's degree	None Required	None Required	Career Service (Professional Second Level Eligibility)		Senior High School

6	Administrative Assistant III	OSEC-DECSB-ADAS3-30095-2018; 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
7	Administrative Aide VI	OSEC-DECSB-ADA6-30021-2015; 30023-2015; 30024-2015; 30025-2015; 30026-2015; 30027-2015; 30020-2015	6	17,553.00	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/CID
8	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
9	Public Schools District Supervisor	OSEC-DECSB-PSDS-30015-2015	22	71,511.00	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)	CID
10	Teacher III	OSEC-DECSB-TCH3-36858-1998; 36871-1998; 36876-1998; 36922-1998	13	31,320.00	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	RA 1080 (Teacher)	MNHS
11	Teacher II	OSEC-DECSB-TCH2-31686-2022	12	29,165.00	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	RA 1080 (Teacher)	TNHS



12	Teacher III	OSEC-DECSB-TCH3-30142-2008; 30163-2001; 30236-2014; 34772-1998; 35224-1998	13	31,320.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080 (Teacher)	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 June 4, 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](http://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](mailto: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	Senior High School MNHS/MBHS/MSHS/PEDHS	Guidance Counselor I	OSEC-DECSB-GUIDC1-30007-2013; 31257-2011; 30021-2008	11	27000	RA 1080 (Guidance Counselor)	Master's degree in Guidance and Counseling	None Required	None Required		<p>Interestec	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	Elementary/Junior High School/Senior High School/OSDS	Administrative Assistant II	OSEC-DECSB-ADAS2-30048-2018; 30043-2017; 30044-2017; 30111-2016; 30112-2016; 30113-2016; 30024-2015; 30049-2018	8	19744	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	Senior High School	Guidance Counselor II	OSEC-DECSB-GUIDC2-30221-2016; 30222-2016; 30223-2016; 30224-2016; 30225-2016; 30226-2016; 30227-2016; 30228-2016	12	29165	RA 1080 (Guidance Counselor)	Master's degree in Guidance and Counseling	None Required	None Required		<p>Interestec	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	Senior High School	Administrative Office	OSEC-DECSB-ADOF2-30059-2016	11	27000	Career Service (Professional)/Second Level Eligibility	Bachelor's Degree relevant to the job	None Required	None Required		<p>Interestec	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	Senior High School	Registrar I	OSEC-DECSB-R1-30054-2016	11	27000	Career Service (Professional Second Level Eligibility)	Bachelor's degree	None Required	None Required		<p>Interestec	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	OSDS	Administrative Assistant III	OSEC-DECSB-ADAS3-30095-2018; 30093-2018	9	21211	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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	25 May 23	4 Jun 23





DEPARTMENT OF EDUCATION	OSDS/CID	Administrative Aide VI	OSEC-DECSB-ADA6-30021-2015; 30023-2015; 30024-2015; 30025-2015; 30026-2015; 30027-2015; 30020-2015	6	17553	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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>Interested	25 May 23	4 Jun 23
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>Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	CID	Public Schools District Supervisor	OSEC-DECSB-PSDS-30015-2015	22	71511	RA 1080 (Teacher)	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	d and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	MNHS	Teacher III	OSEC-DECSB-TCH3-36858-1998; 36871-1998; 36876-1998; 36922-1998	13	31320	RA 1080 (Teacher)	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years relevant experience	below not later than	25 May 23	4 Jun 23
DEPARTMENT OF EDUCATION	TNHS	Teacher II	OSEC-DECSB-TCH2-31686-2022	12	29165	RA 1080 (Teacher)	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year relevant experience	d and qualified applicants should signify their interest in writing. Attach the following documents to the	25 May 23	4 Jun 23

DEPARTMENT OF  
EDUCATION      Elementary

Teacher III

OSEC-DECSB-TCH3-  
30142-2008; 30163-2001;  
30236-2014; 34772-1998;  
35224-1998

13

31320 RA 1080 (Teacher)

Bachelor of  
Elementary  
Education (BEEd.)  
or Bachelor's  
degree plus 18  
professional units in  
Education

None required

2 years relevant  
experience

<p>Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address

25 May 23

4 Jun 23

