

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
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ADMINISTRATIVE OFFICER IV - HRMO
Date: July 12, 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	Administrative Officer IV	OSEC-DECSB-ADOF4-30007-2015	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		OSDS-Cash Unit
2	Accountant III	OSEC-DECSB-A3-30008-2015	19	51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (Accountant)		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 July 22, 2023.

- ***This Office recognizes Equal Opportunity Principle and all qualified applicants will receive consideration for employment without regard to sex or gender preference, age, ethnicity, religious affiliation, national origin, disability status, or any other characteristics protected by law**
- * Letter of intent addressed to the Head of Office, or to the highest human resource officer
- * Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable.
- * Photocopy of valid and updated PRC License/ID, if applicable
- * Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- * Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available
- * Photocopy of Certificate/s of Training, if applicable
- * Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- * Photocopy of latest appointment, if applicable
- * Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable
- * Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form

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
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DEPARTMENT OF EDUCATION

	OSDS-Cash Unit	Administrative Officer IV	OSEC-DECSB-ADOF4-30007-2015	15	36619	Career Service (Professional)/ Second Level Eligibility	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience		<p>Interestec	12 Jul 23	22 Jul 23
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DEPARTMENT OF EDUCATION

	OSDS-Accounting Unit	Accountant III	OSEC-DECSB-A3-30008-2015	19	51357	RA 1080 (Accountant)	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training		<p>Interestec	12 Jul 23	22 Jul 23
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