

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*  
**ANGELA M. FRANCISCO**  
ADMINISTRATIVE OFFICER IV - HRMO  
Date: August 29, 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	Teacher I	OSEC-DECSB-TCH1-30817-2017; 51316-1998; 32149-2018	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)		TNHS/LIS
2	Teacher I - (Senior High School - HUMSS)	OSEC-DECSB-TCH1-30483-2016; 30481-2016	11	27,000.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring  Applicants for a contractual position: None Required  Practitioners (part-time only): None required		Senior High School

3	Teacher II - (Senior High School - ABM)	OSEC-DECSB-TCH2-30541-2022	12	29,165.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None Required	None Required	Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring  Applicants for a contractual position: None Required  Practitioners (part -time only): None required	Senior High School
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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 September 8, 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);

\*\*\*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

\* Fully 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:

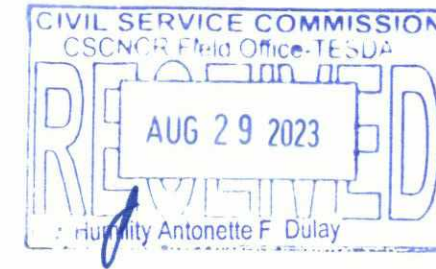
**ANGELA M. FRANCISCO**

ADMINISTRATIVE OFFICER IV - HRMO

Centennial Ave., Tunasan, Munt. City

[recruitment.sdomuntinlupa@deped.gov.ph](mailto:recruitment.sdomuntinlupa@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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1	Teacher III	OSEC-DECSB-TCH3-30049-2009	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)		MBHS
2	Teacher I	OSEC-DECSB-TCH1-30712-2011	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

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