

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: November 10, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plan/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Head Teacher IV	OSEC-DECSB-HTEACH4-30150-2022	17	43,030.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or Master Teacher (MT) for 2 years	RA 1080 (Teacher)		MBHS
2	Head Teacher II	OSEC-DECSB-HTEACH2-30013-2012	15	36,619.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 1 year; or Teacher for 4 years	RA 1080 (Teacher)		MBHS
3	Head Teacher I	OSEC-DECSB-HTEACH1-30009-2018	14	33,843.00	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		MSHS
4	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30151-2010	20	57,347.00	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)		Elementary

5	Teacher III	OSEC-DECSB-TCH3-30054-2010; 36914-1998	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)	PEDHS/MNHS
6	Teacher III	OSEC-DECSB-TCH3-30240-2011; 34747-1998; 31988-2016; 30046-2009; 30776-2017; 31999-2016; 32011-2016; 30737-2018; 30743-2018; 30911-2021; 30144-2010; 30494-2020; 30961-2019; 30007-2013; 32007-2016; 35222-1998;	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
7	Teacher II	OSEC-DECSB-TCH2-30387-2011; 31027-2019	12	29,165.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None required	1 year relevant experience	RA 1080 (Teacher)	Elementary
8	Teacher I	OSEC-DECSB-TCH1-30477-2004; 32285-2018; 32243-2018; 30812-2006; 30292-2006;	11	27,000.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	Elementary
9	Administrative Assistant III	OSEC-DECSB-ADAS3-30102-2018	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

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 **November 20, 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.sdcomuntinlupa@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

