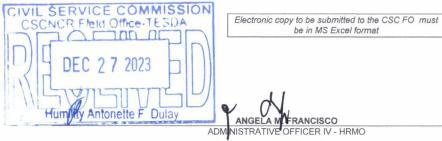
CS Form No. 9 Revised 2018

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

## 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:



Date: December 27, 2023

No	Position Title (Parenthetica	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary		G	ualification Standards			Place of Assignment
INC	Title, if applicable)		Grade	monully Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Fiace of Assignment
1	Special Education Teacher I	OSEC-DECSB-SPET1-30061-2008	14	33,843.00	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)		Elementary
2	Master Teacher II	OSEC-DECSB-MTCHR2-30065-2000	19	220	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)		Elementary
3	Teacher II	OSEC-DECSB-TCH2-30683-2014	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
4	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

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 January 6, 2024.

\*\*\* This Office recognizes Equal Opportuniy 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 applicale

\* 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.