

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: April 02, 2024

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	Special Science Teacher I	OSEC-DECSB-SPST1-30031-2017	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	None required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible <sup>2</sup> , they must pass the LET within (5) years after the date of first hiring		Senior High School
2	Special Science Teacher I	OSEC-DECSB-SPST1-30032-2017	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	None required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible <sup>2</sup> , they must pass the LET within (5) years after the date of first hiring		Senior High School
3	Special Science Teacher I	OSEC-DECSB-SPST1-30214-2020	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S&T courses	None required	None required	None required	RA 1080 (Teacher) Secondary; If not RA 1080 eligible <sup>2</sup> , they must pass the LET within (5) years after the date of first hiring		Senior High School

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 April 12, 2024.

\*\*\*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.