

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:

*[Signature]*  
**ANGELA M. FRANCISCO**  
ADMINISTRATIVE OFFICER IV - HRMO  
Date: April 01, 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	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-30031-2016	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		OSDS
2	Administrative Officer II	OSEC-DECSB-ADOF2-30245-2020	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary
3	Administrative Officer II	OSEC-DECSB-ADOF2-30059-2016	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		MNHS
4	Administrative Officer II	OSEC-DECSB-ADOF2-30068-2023	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		PNHS
5	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

*[Handwritten initials]*

6	Administrative Assistant III	OSEC-DECSB-ADAS3-30097-2018	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
7	Administrative Assistant III	OSEC-DECSB-ADAS3-30094-2018	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
8	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
9	Administrative Assistant III	OSEC-DECSB-ADAS3-30101-2018	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
10	Administrative Assistant II	OSEC-DECSB-ADAS2-30024-2015	8	19,744.00	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
11	Administrative Assistant II	OSEC-DECSB-ADAS2-30043-2017	8	19,744.00	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		Elementary
12	Administrative Assistant II	OSEC-DECSB-ADAS2-30044-2017	8	19,744.00	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		Elementary

13	Administrative Assistant II	OSEC-DECSB-ADAS2-30048-2018	8	19,744.00	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	MNHS
14	Administrative Assistant II	OSEC-DECSB-ADAS2-30112-2016	8	19,744.00	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	Senior High School
15	Administrative Assistant II	OSEC-DECSB-ADAS2-30113-2016	8	19,744.00	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	Senior High School
16	Administrative Aide VI	OSEC-DECSB-ADA6-30022-2015	6	17,553.00	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
17	Administrative Aide VI	OSEC-DECSB-ADA6-30023-2015	6	17,553.00	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
18	Administrative Aide VI	OSEC-DECSB-ADA6-30025-2015	6	17,553.00	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
19	Administrative Aide VI	OSEC-DECSB-ADA6-30026-2015	6	17,553.00	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





20	Administrative Aide VI	OSEC-DECSB-ADA6-30027-2015	6	17,553.00	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
21	Administrative Aide VI	OSEC-DECSB-ADA6-30020-2015	6	17,553.00	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 April 11, 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](mailto:recruitment.sdomuntinlupa@deped.gov.ph)

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

