

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*  
ADMINISTRATIVE OFFICER IV - HRMO  
Date: May 30, 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	ENGINEER III	OSEC-DECSB-ENG3-30003-2015	19	51,357.00	Bachelors degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Engineer)	Have experienced in Site Inspection, Procurement Activities, Construction, Facilities Repair, Preservation of Heritage Buildings, Demolition and Condemnation of Building and Mapping and Inventory of Buildings and Facilities.	SGOD
2	SENIOR EDUCATION PROGRAM SPECIALIST	OSEC-DECSB-SREPS-30013-2015	19	51,357.00	Bachelors degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience In Education, research, development, implementation, or other relevant experience	RA 1080 (Teacher); Career Service (Professional) Second Level Eligibility	Have experienced in providing technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education in preparing & implement advocacy campaign programs, monitor progress and outcomes projects.	SGOD - School Mobilization and Networking
3	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-31257-2011	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MSHS - JHS
4	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30007-2010	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MBHS
5	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30021-2008	11	27,000.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		PEDHS

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6	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1988	13	31,320.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MNHS - JHS
7	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30221-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
8	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30222-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
9	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30223-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
10	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30224-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
11	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30225--2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
12	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30226-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
13	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30227-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SENIOR HS	

14	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30228-2016	12	29,165.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SENIOR HS
15	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30052-2016	20	57,347.00	Bachelor's Degree of Secondary 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)		SENIOR HS

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 June 9, 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.**

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade	annual_salary	eligibility	education	training	experience	competency	instructions	posting_date	closing_date
DEPARTMENT OF EDUCATION	SGOD	ENGINEER III	OSEC-DECSB-ENG3-30003-2015	19	51357	RA 1080 (Engineer)	Bachelors degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	experienced in Site Inspection, Procurement Activities, Construction , Facilities Repair, Preservation of Heritage Buildings,	<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SGOD - School Mobilization and Networking	SENIOR EDUCATION PROGRAM SPECIALIST	OSEC-DECSB-SREPS-30013-2015	19	51357	RA 1080 (Teacher); Career Service (Professional) Second Level Eligibility	Bachelors degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience In Education, research, development, implementation, or other relevant experience	experienced in providing technical support in strengthening and sustaining relationships and collaboration	<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	MSHS - JHS	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-31257-2011	11	27000	RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required		<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	MBHS	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30007-2010	11	27000	RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required		<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	PEDHS	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30021-2008	11	27000	RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required		<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	MNHS - JHS	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1988	13	31320	RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required		<p>Interested	30 May 24	9 Jun 24



DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30221-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	<p>Interested	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30222-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	<p>Interested <p>interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30223-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	d and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30224-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	d and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30225-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	<p>Interested <p>interested and qualified applicants should signify their interest in writing. Attach the following documents	30 May 24	9 Jun 24

DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30226-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	d and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address <p>Interested and qualified applicants should signify their interest in writing. Attach the following documents to the	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30227-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	d and qualified applicants should signify their interest in writing. Attach the following documents to the	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30228-2016	12	29165 RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required	d and qualified applicants should signify their interest in writing. Attach the following documents to the	30 May 24	9 Jun 24
DEPARTMENT OF EDUCATION	SENIOR HS	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30052-2016	20	57347 RA 1080 (Teacher)	Bachelor's Degree of Secondary Education; or Bachelor's Degree w/ 18 professional education units + 6 units of Management	40 Hours of relevant training	1 year as Principal	to the application letter and send to the address	30 May 24	9 Jun 24