

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:

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ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: June 20, 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	Administrative Officer II	OSEC-DECSB-ADOF2-30243-2020	11	27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		Elementary
2	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1998	13	31,320.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MNHS
3	Administrative Assistant III	OSEC-DECSB-ADAS3-30002-2016	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		MNHS
4	Administrative Assistant III	OSEC-DECSB-ADAS3-30100-2018	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
5	Administrative Assistant II	OSEC-DECSB-ADAS2-30023-2015	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

6	Administrative Aide VI	OSEC-DECSB-ADA6-30024-2015	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
7	Administrative Aide VI	OSEC-DECSB-ADA6-30021-2015	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 June 30, 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.



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	Elementary	Administrative Officer II	OSEC-DECSB-ADOF2-30243-2020	11	27000	Career Service (Professional)/Second Level Eligibility	Bachelor's Degree relevant to the job	None Required	None Required		<p>Interested	20 Jun 24	30 Jun 24
DEPARTMENT OF EDUCATION	MNHS	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1998	13	31320	RA 1080 (Guidance Counselor)	Master's Degree in Guidance and Counseling	None required	None required		<p>Interested	20 Jun 24	30 Jun 24
DEPARTMENT OF EDUCATION	MNHS	Administrative Assistant III	OSEC-DECSB-ADAS3-30002-2016	9	21211	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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		<p>Interested	20 Jun 24	30 Jun 24
DEPARTMENT OF EDUCATION	OSDS	Administrative Assist	OSEC-DECSB-ADAS3-30100-2018	9	21211	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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		<p>Interested	20 Jun 24	30 Jun 24
DEPARTMENT OF EDUCATION	OSDS	Administrative Assist	OSEC-DECSB-ADAS2-30023-2015	8	19744	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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		<p>Interested	20 Jun 24	30 Jun 24

DEPARTMENT OF EDUCATION	OSDS	Administrative Aide VI	OSEC-DECSB-ADA6- 30024-2015	6	17553	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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	<p>Interested	20 Jun 24	30 Jun 24
DEPARTMENT OF EDUCATION	OSDS	Administrative Aide VI	OSEC-DECSB-ADA6- 30021-2015	6	17553	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	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	<p>Interested	20 Jun 24	30 Jun 24