

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:

*AM*  
**ANGELA M. FRANCISCO**  
ADMINISTRATIVE OFFICER IV - HRMO  
Date: September 4, 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	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30052-2016	20	60,157.00	Bachelor's Degree in 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)		MBHS SA Senior High school
	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30151-2010	20	60,157.00	Bachelor's Degree in Elementary 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)		PES Elementary

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 September 14, 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.