



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: September 20, 2024

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.         | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards   |               |                             |                   |                            | Place of Assignment         |
|-----|--|----------------------------|------------------------------|----------------|---|---------------|-----------------------------|-------------------|----------------------------|-----------------------------|
|     |  |                            |                              |                | Education   | Training      | Experience                  | Eligibility       | Competency (if applicable) |                             |
| 1   | Teacher I  | OSEC-DECSB-TCH1-30328-2010 | 11                           | 28,512.00      | Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major | None Required | None Required               | RA 1080 (Teacher) |                            | PNHS<br>Junior High School  |
| 2   | Teacher I  | OSEC-DECSB-TCH1-30735-2007 | 11                           | 28,512.00      | Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major | None Required | None Required               | RA 1080 (Teacher) |                            | MBHS<br>Junior High School  |
| 3   | Teacher I  | OSEC-DECSB-TCH1-32186-2018 | 11                           | 28,512.00      | Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education                        | None Required | None Required               | RA 1080 (Teacher) |                            | FAES<br>Elementary          |
| 4   | Teacher II   | OSEC-DECSB-TCH2-32019-2022 | 12                           | 30,705.00      | Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 1 year relevant experience  | RA 1080 (Teacher) |                            | TNHS<br>Junior High School  |
| 5   | Teacher III  | OSEC-DECSB-TCH3-30829-2021 | 13                           | 32,870.00      | Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major | None required | 2 years relevant experience | RA 1080 (Teacher) |                            | PEDHS<br>Junior High School |

|   |  |                               |    |           |   |  |  |  |                          |
|---|--|-------------------------------|----|-----------|---|--|--|--|--------------------------|
| 6 | Teacher III - (Senior High School - ABM) | OSEC-DECSB-TCH3-30158-2016    | 13 | 32,870.00 | Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 12 units towards Master's degree in relevant strand/subject | 4 hours of training relevant to the subject area of specialization | 1 year of relevant teaching/industry work experience | Applicants for a permanent appointment: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring<br><br>Applicants for a contractual position: None Required<br><br>Practitioners (part-time only): None required | MNHS Senior High School  |
| 7 | Head Teacher III                         | OSEC-DECSB-HTEACH3-30042-2018 | 16 | 41,616.00 | Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization                        | 24 hours of relevant training                                      | HT for 2 years; or Teacher for 5 years               | RA 1080 (Teacher)  | MBHS Junior High School  |
| 8 | Head Teacher IV                          | OSEC-DECSB-HTEACH4-30014-2012 | 17 | 45,138.00 | Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization                        | 24 hours of relevant training                                      | HT for 3 years; or Master Teacher (MT) for 2 years   | RA 1080 (Teacher)  | PEDHS Junior 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 September 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**  
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 ADMINISTRATIVE OFFICER IV - HRMO  
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 Centennial Ave., Tunasan, Munt. City  
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[recruitment.sdomuntinlupa@deped.gov.ph](mailto:recruitment.sdomuntinlupa@deped.gov.ph)

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

