

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

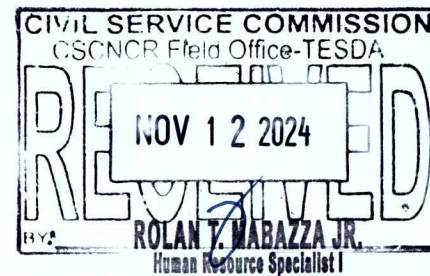
To: CIVIL SERVICE COMMISSION (CSC)

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: November 12, 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	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1998	13	32,870.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MNHS Junior High School
2	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30221-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		CSHS Senior High School
3	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30222-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		SSHS Senior High School
4	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30223-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MSHS Senior High School
5	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30224-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MNHS Senior High School

6	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30225-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	LIS Senior High School
7	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30226-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	TNHS Senior High School
8	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30227-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MNHS Senior High School
9	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30228-2016	12	30,705.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	CSHS Senior High School
10	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30007-2010	11	28,512.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MBHS Junior High School
11	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-31257-2011	11	28,512.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MSHS Junior High School
12	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30021-2008	11	28,512.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	PEDHS Junior High School



13	Head Teacher I	OSEC-DECSB-HTEACH1-30009-2018	14	35,434.00	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	TIC for 1 year; or Teacher for 3 years	RA 1080 (Teacher)		MBHS Junior High School
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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 November 22, 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.

