


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

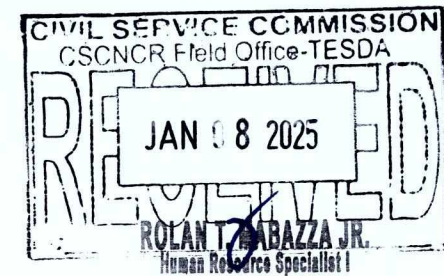
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:


ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: January 8, 2025

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	TEACHER I	OSEC-DECSB-TCH1-40292-1998	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)		BESM Elementary
2	TEACHER I	OSEC-DECSB-TCH1-30750-2011	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)		IES Elementary
3	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30041-1998	11	28,512.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		MNHS Junior High School
4	ADMINISTRATIVE ASSISTANT I	OSEC-DECSB-ADAS1-30021-2015	7	19,365.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility		SDO-OSDS



5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-30032-2007	8	20,534.00	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	MBHS Junior High School
6	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA4-30269-2004	4	16,209.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	MNHS Junior High School
7	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-30026-2015	6	18,255.00	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	SDO-OSDS
8	ASSISTANT SCHOOL PRINCIPAL II	OSEC-DECSB-ASP2-30077-2016	19	53,873.00	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ Teacher/ RA 1080	TNHS Senior High School
9	ASSISTANT SCHOOL PRINCIPAL II	OSEC-DECSB-ASP2-30078-2016	19	53,873.00	Bachelor's degree in education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least ten (10) units in professional education	8 hours of relevant training	2 years relevant experience	PBET/ Teacher/ RA 1080	CSHS Senior High School



10	Head Teacher VI	OSEC-DECSB-HTEACH6-30015-2004	19	53,873.00	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 5 years; or Master Teacher (MT) for 4 years	RA 1080 (Teacher)		MNHS Junior High School
11	Public Schools District Supervisor	OSEC-DECSB-PSDS-30021-2015	22	74,836.00	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training	Five years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		SDO-CID

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 January 18, 2025.

***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
- * 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.

