

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:

af
ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: May 28, 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	SCHOOL PRINCIPAL III	OSEC-DECSB-SP3-30156-2010	21	70,013.00	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)		SDO Muntinlupa Elementary
2	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30152-2010	20	62,967.00	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)		SDO Muntinlupa Elementary
3	HEAD TEACHER V	OSEC-DECSB-HTEACH5-30003-2002	18	51,304.00	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 4 years; or Master Teacher (MT) for 3 years	RA 1080 (Teacher)		MNHS Junior High School



4	HEAD TEACHER III	OSEC-DECSB-HTEACH3-30086-2021	16	43,560.00	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)	LIS Junior High School
5	HEAD TEACHER III	OSEC-DECSB-HTEACH3-30015-2008	16	43,560.00	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)	PEDHS Junior High School
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-30013-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	MBHS Junior High School
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-30012-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	PEDHS Junior High School



8	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-30111-2004	9	23,226.00	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	PEDHS Junior High School
9	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-30032-2007	8	21,448.00	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
10	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30041-1998	11	30,024.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MNHS Junior High School
11	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30007-2010	11	30,024.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MBHS Junior High School

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ROLAN T. MABAZZA JR.
Human Resource Specialist I

12	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-31257-2011	11	30,024.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MSHS Junior High School
13	GUIDANCE COUNSELOR I	OSEC-DECSB-GUIDC1-30021-2008	11	30,024.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	PEDHS Junior High School
14	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30221-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
15	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30222-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School

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16	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30223-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
17	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30224-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
18	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30225-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
19	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30226-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School

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20	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30227-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
21	GUIDANCE COUNSELOR II	OSEC-DECSB-GUIDC2-30228-2016	12	32,245.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	SDO Muntinlupa Senior High School
22	GUIDANCE COUNSELOR III	OSEC-DECSB-GUIDC3-30184-1998	13	34,421.00	Master's Degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	MNHS 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 June 7, 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.

