

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:

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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	SECURITY GUARD I	OSEC-DECSB-SECG1-30181-1998	3	15,852.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat.II)		MNHS Junior High School
2	SECURITY GUARD I	OSEC-DECSB-SECG1-30182-1998	3	15,852.00	High School Graduate	None Required	None Required	Security Guard License (MC 11, s. - Cat.II)		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**

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Photocopy Security Guard License
3. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma.
4. Certificate of Training. (if any)

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.

