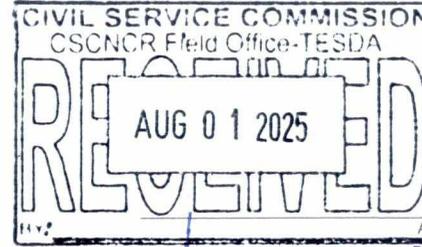


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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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ANGEL M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: August 1, 2025

HUMILITY ANTONETTE F. DULAY
Senior Human Resource Specialist

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 IV	OSEC-DECSB-SP4-30177-2010	22	78,162.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 18 units in Management	40 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 4 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA Elementary
2	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30094-2016	20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA Senior High School
3	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30152-2010	20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)		SDO MUNTINLUPA Elementary



4	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-30154-2010	20	62,967.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 12 units in Management	32 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, School Management and Operations, Instructional Leadership acquired within the last 5 years	5 years teaching experience and 2 years experience in school management and operations	RA 1080, as amended (Teacher)	SDO MUNTINLUPA Elementary
5	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
6	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
7	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
8	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
9	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
10	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



11	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
12	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
13	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
14	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
15	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

ROSEMARY ANTONETTE F. DOLAY
Senior Human Resource Specialist



16	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
17	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
18	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-30043-2017	9	23,226.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	SDO MUNTINLUPA Elementary
19	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-30032-2007	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	MBHS

20	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-31260-2011	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	
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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 August 11, 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.