

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

To: CIVIL SERVICE COMMISSION (CSC)

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

AM
ANGELA M. FRANCISCO
Administrative Officer IV - HRMO

Date: September 11, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV	OSEC-DECSB-ADOF4-30009-2025	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)		OSDS SDO Muntinlupa
2	Administrative Officer II	OSEC-DECSB-ADOF2-30029-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		OSDS SDO Muntinlupa
3	Legal Assistant I	OSEC-DECSB-LEA1-30008-2025	10	25,586.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service Professional/ Second Level Eligibility		OSDS SDO Muntinlupa



4	Administrative Aide VI	OSEC-DECSB-ADA6-30023-2015	6	18,957.00	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)	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	OSDS SDO Muntinlupa
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Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

September 21, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

VIOLETA M. GONZALES CESO VI

ASDS, OIC - Schools Division Superintendent

Centennial Ave., Tunasan, Muntinlupa City

0284237560/0284237561/0284237562/recruitment.sdomuntinlupa@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

