

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

ANGELA M. FRANCISCO  
Administrative Officer IV - HRMO

Date: October 28, 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	Education Program Supervisor	OSEC-DECSB-EPSVR-30015-2015	22	78,162.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		SGOD SDO MUNTINLUPA
2	Administrative Officer IV	OSEC-DECSB-ADOF4-30010-2015	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
3	Administrative Assistant III	OSEC-DECSB-ADAS3-30095-2018	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		OSDS SDO MUNTINLUPA

4	Teacher I (Elementary)	OSEC-DECSB-TCH1-35728-2012	11	30,024.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher- Elementary/Secondary)	Elementary 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

November 7, 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.sdcmuntinlupa@deped.gov.ph](mailto:0284237560/0284237561/0284237562/recruitment.sdcmuntinlupa@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

