

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: June 16, 2026

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Officer II	OSEC-DECSB-ADOF2-30057-2016	11	30,024.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		TUNASAN NATIONAL HIGH SCHOOL (SHS)
2	Administrative Assistant III	OSEC-DECSB-ADAS3-30098-2018	9	24,329.00	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 ACCOUNTING UNIT
3	Administrative Assistant III	OSEC-DECSB-ADAS3-30044-2017	9	24,329.00	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		ELEMENTARY SDO MUNTINLUPA
4	Administrative Assistant II	OSEC-DECSB-ADAS2-30111-2016	8	22,423.00	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 MNHS-SHS
5	Teacher I (Secondary)	OSEC-DECSB-TCH1-30522-2026	11	31,705.00	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-Secondary)		SDO Muntinlupa TNHS-JHS

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6	Teacher I (Secondary)	OSEC-DECSB-TCH1-30523-2026	11	31,705.00	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-Secondary)		SDO Muntinlupa TNHS-JHS
7	Teacher I (Secondary)	OSEC-DECSB-TCH1-30524-2026	11	31,705.00	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-Secondary)		SDO Muntinlupa TNHS-JHS
8	Teacher I (Secondary)	OSEC-DECSB-TCH1-30525-2026	11	31,705.00	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-Secondary)		SDO Muntinlupa TNHS-JHS
9	Teacher I (Secondary)	OSEC-DECSB-TCH1-30526-2026	11	31,705.00	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-Secondary)		SDO Muntinlupa TNHS-JHS
10	Teacher I (Secondary)	OSEC-DECSB-TCH1-51332-1998	11	31,705.00	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-Secondary)		SDO Muntinlupa PEDHS

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

June 26, 2026

- 1.Letter of intent addressed to the Head of Office, or to the highest human resource officer
- 2.Duly accomplished Personal Data Sheet (PDS)(CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable - NOTARIZED
- 3.Photocopy of valid and updated PRC License/ID, if applicable
- 4.Photocopy of Certificate of Eligiblity/Report of Rating, if applicable
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- 10.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
- 11.Other documents as may be required for comparative assessment:
- 12.Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
- 13.Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
- 14.Checklist of Requirements, CAV, Data Privacy Consent Form (downloadable/attached at DepEd Order No. 7, s. 2023)

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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:

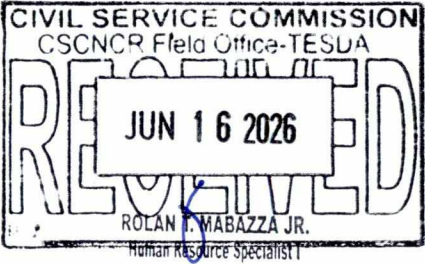
VIOLETA M. GONZALES CESO VI

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.



DEPARTMENT OF EDUCATION - TUNASAN NATIONAL ADMINISTRATIVE OFFICE	OSEC-DECSB-AC	11	30024	Career Service (Profest Bachelor's Degree relevant to the position)	None required	None required
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16-Jun-26

26-Jun-26



DEPARTMENT OF EDUCATION - SDO MUNTINLUPA (Administrative Office)	OSEC-DECSB-AC	9	24329	Relevant MC 11 s. 1996 Completion of 2 years of study 4 hours of relevant experience 1 year of relevant experience	1 year of relevant experience	1 year of relevant experience
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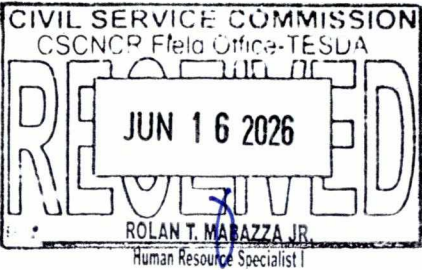
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DEPARTMENT OF EDUCATION SDO MuntinlupaTNHS Teacher I(Secr OSEC-DECSB-TC	11	31705 RA 1080, as amended(1 Bachelor's degree in Educati None required None required	<p>Interested and qualified applicants should signify their interest in writing through 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 June 26, 2026.</p>
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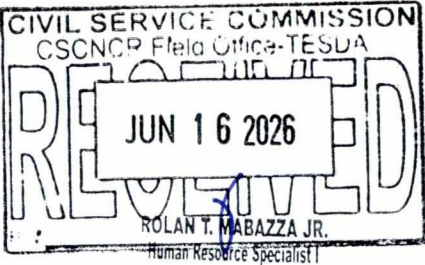
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DEPARTMENT OF EDUCATION SDO Muntinlupa	11	31705 RA 1080, as amended	Bachelor's degree in Education	None required	None required
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14. Checklist of Requirements, CAV, Data Privacy Consent Form (downloadable/attached at DepEd Order No. 7, s. 2023)

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:

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.

16-Jun-26 26-Jun-26

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 June 26, 2026.

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer

2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, if applicable - NOTARIZED

3. Photocopy of valid and updated PRC License/ID, if applicable

4. Photocopy of Certificate of Eligibility/Report of Rating, if applicable

5. 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, if available

6. Photocopy of Certificate/s of Training, if applicable

7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable

8. Photocopy of latest appointment, if applicable

9. Photocopy of the Performance Rating/s in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable

10. 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

11. Other documents as may be required for comparative assessment

12. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

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