

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:


ANGEL M. FRANCISCO
Administrative Officer IV - HRMO

Date: July 30, 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 Aide VI	OSEC-DECSB-ADA6-30026-2015	6	19,716.00	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 (Sub-professional)/ First Level Eligibility		SDO MUNTINLUPA (OSDS)
2	Administrative Officer IV	OSEC-DECSB-ADOF4-30010-2015	15	42,178.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		SDO MUNTINLUPA (OSDS-Supply Unit)
3	Teacher I (Secondary)	OSEC-DECSB-TCH1-32115-2018	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
4	Teacher II (Elementary)	OSEC-DECSB-TCH2-31144-2021	12	33,947.00	Bachelor's degree in Education, or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	RA 1080, as amended (Teacher- Elementary/ Secondary)		DEPED MUNTINLUPA ELEMENTARY SCHOOL
5	School Principal I	OSEC-DECSB-SP1-30105-2026	19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	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	RA 1080, as amended (Teacher)		DEPED MUNTINLUPA ELEMENTARY SCHOOL
6	School Principal I	OSEC-DECSB-SP1-30106-2026	19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership, or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	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	RA 1080, as amended (Teacher)		DEPED MUNTINLUPA ELEMENTARY SCHOOL

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(CSCFO-TESDA)
DATE: JUL 30 2026
RECEIVED BY: ROLAN T. MABAZZA JR.
Human Resource Specialist I

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)	
7	School Principal I	OSEC-DECSB-SP1-30104-2026	19	59,153.00	Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management	5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision	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	RA 1080, as amended (Teacher)		DEPED MUNTINLUPA POBLACION NATIONAL HIGH SCHOOL
8	School Principal II	OSEC-DECSB-SP2-30202-2010	20	66,052.00	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	5 years teaching experience and 2 years experience in school management and operations	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	RA 1080, as amended (Teacher)		DEPED MUNTINLUPA ELEMENTARY SCHOOL

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

August 9, 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
- 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, DO 20, S. 2024 Higher Teaching position)

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
Schools Division Superintendent
Centennial Ave., Tunasan, Muntinlupa City
0284237560/0284237561/0284237562/recruitment.sdomuntinlupa@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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agency_name	place_of_assignment	position_title	plantilla_item_no	salary_ç	annual_salary	eligibility	education	training	experience	compet instructions	posting_date	closing_date
DEPARTMENT OF EDUCATION	SDO MUNTINLUPA (OSDS)	Administrative Aide VI	OSEC-DECSB-ADA6-30026-2015	6	19716	Career Service (Sub-professional)/ First Level Eligibility	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	<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 August 9, 2026.</p>
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11. Other documents as may be required for comparative assessment:
12. Means of Verification (MOV)s showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of <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 August 9, 2026.</p>
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DEPARTMENT OF EDUCATION	SDO MUNTINLUPA (OSDS-Supply Unit)	Administrative Officer IV	OSEC-DECSB-ADO4-30010-2015	15	42178	Career Service Professional (Second Level Eligibility)	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	<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 August 9, 2026.</p>
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DEPARTMENT OF EDUCATION	SDO Muntinlupa TNHS-JHS	Teacher I (Secondary)	OSEC-DECSB-TCH1-32115-2018	11	31705	RA 1080, as amended (Teacher-Secondary)	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	<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 August 9, 2026.</p><p>
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DEPARTMENT OF EDUCATION	DEPED MUNTINLUPA ELEMENTARY SCHOOL	Teacher II (Elementary)	OSEC-DECSB-TCH2-31144-2021	12	33947	RA 1080, as amended (Teacher-Elementary/Secondary)	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	1 year teaching experience	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years		30-Jul-26	09-Aug-26

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agency_name place_of_assignment position_title plantilla_item_no salary_ç annual_salary eligibility education training experience compet instructions posting_date closing_date

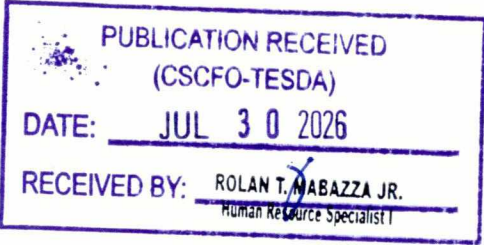
DEPARTMENT OF EDUCATION
DEPED MUNTINLUPA SCHOOL
School Principal I
OSEC-DECSB-SP1-30105-2026
19
59153
RA 1080, as amended (Teacher)
Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision
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30-Jul-26 09-Aug-26

DEPARTMENT OF EDUCATION
DEPED MUNTINLUPA ELEMENTARY SCHOOL
School Principal I
OSEC-DECSB-SP1-30106-2026
19
59153
RA 1080, as amended (Teacher)
Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management
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agency_name place_of_assignment position_title plantilla_item_no salary_¿ annual_salary eligibility education training experience compet instructions posting_date closing_date

DEPARTMENT OF EDUCATION DEPED MUNTINLUPA POBLACION NATIONAL HIGH SCHOOL School Principal I OSEC-DECSB-SP1-30104-2026 19 59153 RA 1080, as amended (Teacher) Master's degree in Education, or Educational Management, or Educational Leadership; or Master's degree in relevant learning area with at least 9 units in Management 5 years teaching experience and 1 year relevant experience in any of the following: learning area coordination, subject area supervision, school management and operations, instructional supervision 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

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