

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:

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ANGELA M. FRANCISCO
Administrative Officer IV - HRMO

Date: October 12, 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	Registrar I	OSEC-DECSB-R1-30053-2016	11	31,705.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		DEPED MUNTINLUPA SENIOR HIGH 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

October 22, 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 2026) 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)

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.

PUBLICATION RECEIVED
(CSCFO-TESDA)
DATE: OCT 12 2026
RECEIVED BY: ROLAN T. MAHAZZA JR.
Human Resource Specialist I

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade	annual_salary	eligibility	education	training	experience	competency	instructions	posting_date	closing_date
DEPARTMENT OF EDUCATION - DEPED MUNTINLUPA	Registrar I	OSEC-DECSB-R1	11	31705	Career Se	Bachelor's	None re	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 October 22, 2026.</p>
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