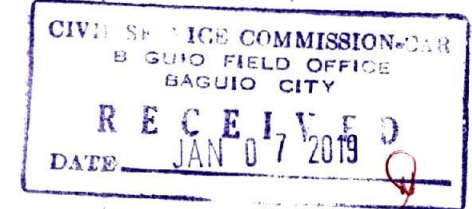


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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



To: CIVIL SERVICE COMMISSION (CSC)

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

*[Signature]*  
**MA. LOUELLA C. MONCADA**  
HRMO

Date: JANUARY 7, 2019

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 (if applicable)	
1	Education Program Supervisor	OSEC-DECS-EP SVR-90073-2010	22	58717	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 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET RA 1080		SGOD
2	Administrative Officer V	OSEC-DECS-ADOF5-90011-2004	18	38085	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service Professional (Second Level Eligibility)		OSDS
<b>*** ANTICIPATED VACANCY</b>										

\*\*\*This Office recognizes Equal Opportunity Principle and all qualified applicants will receive consideration for employment without regard to sex or gender preference, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law"

**Requirements: \*\*\* (Reckoning date to be appraised should be on your last promotion)**

\* 1 folder for the original copies and 4 folders photocopies of the following:

Application letter

\* Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)

\*Performance Rating for the last rating period with numerical value

\*Service Record duly signed by the Administrative Officer V

\*Certificate of Employment and designation or appointment or contract of service

\* Certificate of eligibility/rating/license

\*Outstanding accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)

\*Transcript of Records

\*Certificate of Trainings and seminars attended relevant to the position applied for.

\*All documents to be submitted should be unused documents

\*and other pertinent documents with table of contents and proper tabbings.

\* Application letter shall be filed at DepEd-SDO of Baguio City on or before January 16, 2019.

**\*\*Applications with Incomplete documents shall not be entertained.**