

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:

**MA. LOUELLA C. MONCADA**

HRMO

Date: FEBRUARY 12, 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-DECSB-EPSVR-90024-2014	22	58717	Master's Degree in Education or other relevant Master's Degree with specific area of specification	8 hours relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	LET/PBET RA 1080		CID (LRMDS)
2	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90075-2016	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
3	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90077-2016	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Sto. Tomas NHS

4	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90074-2016	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		Joaquin Smith NHS
5	Administrative Assistant II	OSEC-DECSB-ADAS2-90075-2016	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
6	Administrative Assistant II	OSEC-DECSB-ADAS2-90089-2017	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
7	Administrative Assistant II	OSEC-DECSB-ADAS2-90021-2014	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
8	Administrative Assistant II	OSEC-DECSB-ADAS2-90090-2017	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
9	Administrative Assistant II	OSEC-DECSB-ADAS2-90032-2014	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
10	Administrative Assistant II	OSEC-DECSB-ADAS2-90020-2014	8	16282	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub Professional First Level Eligibility		OSDS
11	Administrative Assistant I	OSEC-DECSB-ADAS2-90016-2014	7	15254	Completion of 2 years studies in College	None required	None required	CS Sub Professional First Level Eligibility		OSDS
12	Administrative Aide VI	OSEC-DECSB-ADAS6-90041-2004	6	14340	Completion of 2 years studies in College	None required	None required	CS Sub Professional First Level Eligibility		OSDS

13	Teacher III	OSEC-DECSB-TCH3-90108-2011	13	24224	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	2 years relevant experience	PBET, Teacher		Sto. Tomas NHS
14	Teacher II	Anticipated Vacancy	12	22149	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	1 year relevant experience	PBET, Teacher		
15	Teacher I	Anticipated Vacancy	11	20179	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	PBET, Teacher		
16	Teacher II	OSEC-DECSB-TCH2-90021-2009	12	22149	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	PBET, Teacher		Baguio Central District
17	Teacher I	OSEC-DECSB-TCH1-91685-1998	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		Baguio Central District
18	Teacher II	OSEC-DECSB-TCH2-91677-1998	12	22149	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	1 year relevant experience	PBET, Teacher		Mabini District
19	Teacher I	OSEC-DECSB-TCH1-90451-2012	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		Mabini District

20	Teacher I	OSEC-DECSB-TCH1-90488-2012	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		Mabini District
21	Teacher I	OSEC-DECSB-TCH1-90184-2015	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		Lucban District
22	Teacher I	OSEC-DECSB-TCH1-90643-2012	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		West Baguio Central District
23	Teacher I	OSEC-DECSB-TCH1-90453-2012	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		SDO Baguio
24	Teacher I	OSEC-DECSB-TCH1-90439-2012	11	20179	Bachelor of Elementary Education (BEED), or Bachelor's degree plus 18 professional units in education	None required	None required	PBET, Teacher		SDO Baguio
25	Teacher II	OSEC-DECSB-TCH2-90052-2008	12	22149	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	1 year relevant experience	PBET, Teacher		Pinget NHS
26	Teacher I	Anticipated Vacancy	11	20179	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	PBET, Teacher		

27	Teacher I	Anticipated Vacancy	12	20180	Bachelor of Secondary Education (BSED), or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	PBET, Teacher		
28	Teacher I (Senior High School)	OSEC-DECSB-TCH1-90386-2016	11	20181	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/ subject	None required	None required	RA 1080 (Teacher)		BCNHS

**NOTE: Applicants for Administrative Assistant position preferably Accounting , Financial Management, Management Accounting major.**

\*\*\*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 the District Office where the vacancy exist for teacher applicants and at DepEd-SDO of Baguio City for the Non-teaching positions on or before **FEBRUARY 22, 2019.**

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