

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.



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

MA. LOUELA C. MONCADA

Administrative Officer IV

July 28, 2025

Date

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90006-2007	9	23226	Completion of two years in college	4 hours of relevant training	1 Year Relevant Experience	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	Preferably Accounting, Management Accounting, Financial Management graduate	INHS
2	Administrative Assistant II (Disbursing Officer)	ADAS2-90007-2007	8	21448	Completion of two years in college	4 hours of relevant training	1 Year Relevant Experience	Career Service (Sub-Professional) Appropriate Eligibility for First Level Position	Preferably Accounting, Management Accounting, Financial Management graduate	INHS

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the address below not later than August 7, 2025 on or before 5:00pm

***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:

- Letter of Intent: addressed to the SDS containing the following information:
 - statement of purpose/expression of interest; and
 - Learning area/subject group they intend to teach, if applicable;
- Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet (can be downloaded at csc.com);
- Photocopy of Voter's ID and/or any proof of residency;
- Photocopy of valid and updated PRC License/ID;
- Photocopy of Certificate of Board Rating;
- Photocopy of scholastic/academic record .e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- Photocopy of latest appointment (for those applying for promotion);
- Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, 4 Trainers Methodology Certificate (TMC), if applicable;
- Photocopy of the required Performance Ratings with at least **Very Satisfactory** rating. (Note: The applicant shall submit at most three (3) performance ratings depending on the performance requirements per item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position);
- Checklist of Requirements and Omnibus Sworn statement on the Certification on the Authenticity and Veracity (CAV) that can be downloaded attached to DepEd Order No. 024 s. 2024) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012, sworn before a public officer authorized to administer oaths pursuant to Section 41 of EO No. 292, as amended by RA No. 6733 as further amended by RA No. 10755; and
- Other documents as may be required by the HRMPBSB, including but not limited to portfolio for the assessment of identified PPST non-classroom observable indicators.



“Refer to DepEd Order No. 007 s. 2023 on the “Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education” for the criteria of assessment and DepEd Order No. 021 s. 2024 Amendments to DepEd Order No. 007 s. 2023
(For Non-Teaching, Teaching-Related, School Administrator, T-4)

GRACE M. DOMINGO

School Head

Inha, Purok 3, Inaan, Baguio City

QUALIFIED APPLICANTS are advised to send in their application to:

“Submit at Division Office received by the records unit for school administrator positions

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.