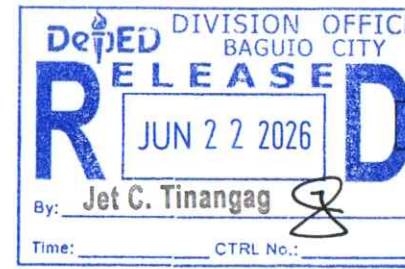


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

[Signature]
MA. LOUELLA C. MONCADA
HRMO

Date: **June 22, 2025**

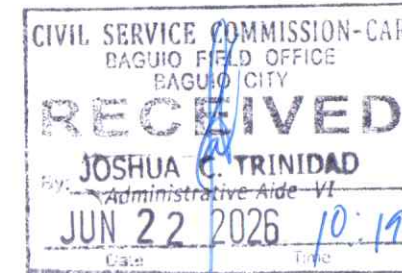
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Assistant III (Senior Bookkeeper)	ADAS3-90006-2007	9	24329	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	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 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 **July 2, 2026 on or before 5:00 P.M.**

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).

Requirements:

- A. Letter of Intent: addressed to the SDS containing the following information:
 1. statement of purpose/expression of interest; and
 2. Learning area/subject group they intend to teach, if applicable;
- B. Duly accomplished PDS (CSC Form No. 212, Revised 2017) with Work Experience Sheet;
- C. Photocopy of Voter's ID and/or any proof of residency;
- D. photocopy of valid and updated PRC License/ID;
- E. Photocopy of Certificate of Board Rating;
- F. Photocopy of scholastic/academic record(i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available);
- G. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable;
- H. Photocopy of latest appointment (for those applying for promotion);
- I. Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any;
- J. photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, 4 Trainers Methodology Certificate (TMC), if applicable;
- K. 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);



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- L. 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. 020 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
- M. Other documents as may be required by the HRMPSB, 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 Ammendments to DepEd Order No. 007 s. 2023 (For Non-Teaching, Teaching-Related, School Administrator, T-I)**

****Refer to DepEd Order No. 019 s. 2025 for: (higher teaching positions)**

- * Teacher II, III, IV, V, VI and VII
- * Master Teacher I, II, III, IV, and V

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:

GRACE M. DOMINGO

School Head

Purok 3, Irisan, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.