

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:

**WENNIE O. GAELA**  
**ADMINISTRATIVE OFFICER IV/HRMO II**

Date: 02-Jan-24

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	TEACHER I	OSEC- DECSB- TCH1-2	11	27000	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	SAN ANDRES DISTRICT

2	Administrative Aide IV	OSEC-DECSB-ADA4-270489-2004	4	15586	Completion of 2 years studies in college	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFES SIONAL) FIRST LEVEL ELIGIBILITY	n/a	GUMACA NHS, GUMACA QUEZON
3	TEACHER III	OSEC-DECSB-TCH3-270248-2004	13	31320	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	ABUYON NHS, SAN NARCISO QUEZON

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 12, 2024. Futhermore, please visit our website at [www.depedquezon.com.ph](http://www.depedquezon.com.ph) for more information.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Other documents as may be required by DepEd.

**EEOP Statement**

This office highly encourage any applicant within or outside DepEd to apply for a position, irrespective of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political beliefs

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**WENNIE O. GAELA**

Administrative Officer IV/HRMO II

Sitio Fori, Brgy. Talipan Pagbilao Quezon

[sdo.quezon.recruitment@deped.gov.ph](mailto:sdo.quezon.recruitment@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**