

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: 08-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	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 270862-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	ALABAT DISTRICT
2	Administrative Aide I (Utility Worker I)	OSEC- DECSB- ADA1- 270875-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	PANUKULAN DISTRICT

3	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270878-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	BUENAVISTA DISTRICT
4	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270895-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	CATANAUAN DISTRICT
5	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270899-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	GENERAL LUNA DISTRICT
6	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270912-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	SAN FRANCISCO DISTRICT

7	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270916-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MULANAY DISTRICT
8	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270921-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	LOPEZ EAST DISTRICT
9	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270927-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	LOPEZ WEST DISTRICT
10	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270934-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MACALELON DISTRICT

11	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270936-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MACALELON DISTRICT
12	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270943-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	SAMPALOC DISTRICT
13	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270946-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MAUBAN SOUTH DISTRICT
14	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270954-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MULANAY DISTRICT

15	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270961-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	PEREZ DISTRICT
16	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270974-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	POLILLO DISTRICT
17	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270985-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	REAL DISTRICT
18	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270994-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	SAN NARCISO DISTRICT

19	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270995-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	SAN NARCISO DISTRICT
20	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-271001-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	LUCBAN DISTRICT
21	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-271006-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	TAGKAWAYAN I DISTRICT
22	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-271015-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	TIAONG DISTRICT
23	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-271018-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	TIAONG DISTRICT

24	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270947-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MAUBAN SOUTH DISTRICT
25	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270939-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	MAUBAN NORTH DISTRICT
26	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-270893-2004	1	13000	Must be able to read and write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	n/a	CANDELARIA EAST DISTRICT
27	TEACHER II	OSEC-DECSB-TCH2-271593-2022	12	29165	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	GUMACA NATIONAL HIGH SCHOOL, GUMACA QUEZON

28	TEACHER I	OSEC-DECSB-TCH1-270372-2019	11	27000	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	GUMACA NATIONAL HIGH SCHOOL, GUMACA QUEZON
29	TEACHER I	OSEC-DECSB-TCH1-279053-2017	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	GENERAL NAKAR DISTRICT
30	TEACHER I	OSEC-DECSB-TCH1-278695-2018	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	BURDEOS DISTRICT



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 18, 2024. Furthermore, 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.**