

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: 8-Nov-21

No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DECSB-ADAS2-270328-2016	8	18251	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
2	Administrative Assistant II	OSEC-DECSB-ADAS2-270473-2016	8	18251	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
3	NURSE II	OSEC-DECSB-NURS2-270197-2021	16	36628	Bachelor's degree in Nursing	4 hours relevant training	1 year relevant experience	RA 1080	n/a	Manuel S. Enverga Memorial School of Arts and Trades, Mauban, Quezon
4	MASTER TEACHER I	OSEC-DECSB-MTCHR1-242188-1998	18	43681	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education; and 18 units for a Master's degree in Education or its equivalent	NONE REQUIRED	3 YEARS RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	MACALELON DISTRICT
5	TEACHER III	OSEC-DECSB-TCH3-248722-1998	13	28276	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	MACALELON DISTRICT
6	TEACHER II	OSEC-DECSB-TCH2-251410-1998	12	26052	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	MACALELON DISTRICT

7	TEACHER I	OSEC-DECSB-TCH1-264711-1998	11	23877	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	MACALELON DISTRICT
8	TEACHER I	OSEC-DECSB-TCH1-246893-1998	11	23877	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	Binagbag NHS, Agdangan Quezon
9	TEACHER I	OSEC-DECSB-TCH1-271729-2016	11	23877	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	Recto Memorial NHS, Tiaong Quezon
10	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-270702-2010	19	48313	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education	40 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR MASTER TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	RA 1080 /LET/ PBET	n/a	Hondagua NHS, Lopez Quezon
11	SCHOOL PRINCIPAL I	OSEC-DECSB-SP1-270125-2014	19	48313	Bachelor of Secondary Education (BSED) or Bachelors Degree w/ 18 Professional Units in Education	40 HOURS OF RELEVANT TRAINING	HEAD TEACHER FOR 1 YEAR; OR TEACHER-IN-CHARGE FOR 2 YEARS; OR MASTER TEACHER FOR 2 YEARS; OR TEACHER FOR 5 YEARS	RA 1080 /LET/ PBET	n/a	Cogorin Ibaba NHS, Lopez, Quezon
12	TEACHER III	OSEC-DECSB-TCH3-270173-2007	13	28276	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	2 YEARS RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
13	TEACHER II	OSEC-DECSB-TCH2-250953-1998	12	26052	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
14	TEACHER I	OSEC-DECSB-TCH1-269326-1998	11	23877	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
15	TEACHER II	OSEC-DECSB-TCH2-250927-1998	12	26052	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT

16	TEACHER I	OSEC-DECSB-TCH1-269320-1998	11	23877	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
17	TEACHER II	OSEC-DECSB-TCH2-270118-2007	12	26052	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
18	TEACHER I	OSEC-DECSB-TCH1-269328-1998	11	23877	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	CATANAUAN DISTRICT
19	Administrative Assistant II	OSEC-DECSB-ADAS2-270465-2016	8	18251	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
20	Administrative Assistant II	OSEC-DECSB-ADAS2-270408-2016	8	18251	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
21	TEACHER II	OSEC-DECSB-TCH2-250747-1998	12	26052	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA 1080 /LET/ PBET	n/a	CALAUAG WEST DISTRICT
22	TEACHER I	OSEC-DECSB-TCH1-269306-1998	11	23877	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	CALAUAG WEST DISTRICT
23	REGISTRAR I	OSEC-DECSB-R1-270192-2016	11	23877	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) Second Level Eligibility	n/a	DIVISION OF QUEZON
24	REGISTRAR I	OSEC-DECSB-R1-270197-2016	11	23877	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) Second Level Eligibility	n/a	DIVISION OF QUEZON
25	REGISTRAR I	OSEC-DECSB-R1-270202-2016	11	23877	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) Second Level Eligibility	n/a	DIVISION OF QUEZON
26	REGISTRAR I	OSEC-DECSB-R1-270207-2016	11	23877	Bachelor's degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) Second Level Eligibility	n/a	DIVISION OF 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 November 18, 2021.

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;
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.

EEOP Statement:

This office highly encourage all interested and qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation.

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

depedquezonhr00@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.