

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: 22-Feb-24

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.                      | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |                                     |  |                       |                               | Place of Assignment |
|-----|--|--|---------------------------------|-------------------|---|-------------------------------------|--|-----------------------|-------------------------------|---------------------|
|     |  |  |                                 |                   | Education   | Training                            | Experience   | Eligibility           | Competency<br>(if applicable) |                     |
| 1   | HEAD<br>TEACHER III  | OSEC-<br>DECSB-<br>HTEACH3-<br>240835-1998 | 16                              | 39672             | Bachelor of<br>Elementary<br>Education<br>(BEED) or<br>Bachelors<br>Degree w/ 18<br>Professional<br>Units in<br>Education | 24 HOURS OF<br>RELEVANT<br>TRAINING | HEAD<br>TEACHER FOR<br>2 YEARS; OR<br>TEACHER-IN-<br>CHARGE FOR<br>2 YEARS; OR<br>TEACHER FOR<br>5 YEARS | RA 1080 /LET/<br>PBET | n/a                           | DOLORES<br>DISTRICT |

|   |  |  |    |       |   |   |  |   |     |  |
|---|--|--|----|-------|---|---|--|---|-----|--|
| 2 | HEAD<br>TEACHER I  | OSEC-<br>DECSB-<br>HTEACH1-<br>270130-2022 | 14 | 33843 | Bachelor of<br>Elementary<br>Education<br>(BEED) or<br>Bachelors<br>Degree w/ 18<br>Professional<br>Units in<br>Education | 24 HOURS OF<br>RELEVANT<br>TRAINING   | TEACHER-IN-<br>CHARGE FOR<br>1 YEAR; OR<br>TEACHER FOR<br>3 YEARS  | RA 1080 /LET/<br>PBET   | n/a | DOLORES<br>DISTRICT                          |
| 3 | ADMINISTRATI<br>VE ASSISTANT<br>III (SENIOR<br>BOOKKEEPER) | OSEC-<br>DECSB-<br>ADAS3-<br>270138-2014   | 9  | 21211 | Completion of<br>2 years studies<br>in College  | 4 hours relevant<br>training  | 1 year relevant<br>experience                                      | CAREER<br>SERVICE<br>(SUBPROFES<br>SIONAL)/FIRS<br>T LEVEL<br>ELIGIBILITY | n/a | DIVISION OF<br>QUEZON                        |
| 4 | ADMINISTRATI<br>VE ASSISTANT<br>III (SENIOR<br>BOOKKEEPER) | OSEC-<br>DECSB-<br>ADAS3-<br>270194-2022   | 9  | 21211 | Completion of<br>2 years studies<br>in College  | 4 hours relevant<br>training  | 1 year relevant<br>experience                                      | CAREER<br>SERVICE<br>(SUBPROFES<br>SIONAL)/FIRS<br>T LEVEL<br>ELIGIBILITY | n/a | GUINAYANGAN<br>NHS,<br>GUINAYANGAN<br>QUEZON |
| 5 | MASTER<br>TEACHER I<br>(SHS, ACAD)                         | OSEC-<br>DECSB-<br>MTCHR1-<br>271212-2018  | 18 | 46725 | Master's<br>degree in<br>relevant<br>strand/subject   | 8 hours of<br>training relevant<br>to the subject<br>area<br>specialization | 4 years of<br>relevant<br>teaching/<br>industry work<br>experience | RA 1080<br>/LET/PBET<br>Provisional:<br>None Required                     | n/a | DIVISION OF<br>QUEZON                        |

|   |             |                             |    |       |  |               |                             |                    |     |  |
|---|-------------|-----------------------------|----|-------|--|---------------|-----------------------------|--------------------|-----|--|
| 6 | TEACHER III | OSEC-DECSB-TCH3-271973-2018 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |
| 7 | TEACHER II  | OSEC-DECSB-TCH2-271855-2017 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |

|   |            |                             |    |       |  |               |                            |                    |     |  |
|---|------------|-----------------------------|----|-------|--|---------------|----------------------------|--------------------|-----|--|
| 8 | TEACHER II | OSEC-DECSB-TCH2-271364-2020 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |
| 9 | TEACHER I  | OSEC-DECSB-TCH1-272411-2011 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |

|    |           |                             |    |       |  |               |               |                    |     |  |
|----|-----------|-----------------------------|----|-------|--|---------------|---------------|--------------------|-----|--|
| 10 | TEACHER I | OSEC-DECSB-TCH1-279367-2018 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |
| 11 | TEACHER I | OSEC-DECSB-TCH1-280192-2012 | 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 | SAN ANTONIO NATIONAL HIGH SCHOOL, SAN ANTONIO QUEZON |

|    |            |                             |    |       |  |               |                            |                    |     |                                  |
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| 12 | TEACHER I  | OSEC-DECSB-TCH1-273292-2015 | 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 | Hondagua NHS, Lopez Quezon       |
| 13 | TEACHER II | OSEC-DECSB-TCH2-272075-2023 | 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 | Dungawan NHS, Guinayangan Quezon |

|    |             |                             |    |       |  |               |                             |                    |     |                                  |
|----|-------------|-----------------------------|----|-------|--|---------------|-----------------------------|--------------------|-----|----------------------------------|
| 14 | TEACHER I   | OSEC-DECSB-TCH1-273272-2015 | 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 | Dungawan NHS, Guinayangan Quezon |
| 15 | TEACHER I   | OSEC-DECSB-TCH1-271156-2004 | 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 | Villa san Isidro, Calauag Quezon |
| 16 | TEACHER III | OSEC-DECSB-TCH3-248628-1998 | 13 | 31320 | 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 | LOPEZ EAST DISTRICT              |

|    |            |                             |    |       |  |               |                            |                    |     |                     |
|----|------------|-----------------------------|----|-------|--|---------------|----------------------------|--------------------|-----|---------------------|
| 17 | TEACHER II | OSEC-DECSB-TCH2-251287-1998 | 12 | 29165 | 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 | LOPEZ EAST DISTRICT |
| 18 | TEACHER I  | OSEC-DECSB-TCH1-263180-1998 | 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 | LOPEZ EAST 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 March 4, 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.**