

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: 10-Mar-22

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 Assistant III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-270280-2017	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	BAGUPAYE NHS, MULANAY QUEZON
2	Administrative Assistant II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-270252-2018	8	18998	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	PAGSANGAHAN NHS, SAN FRANCISCO QUEZON

3	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-270035-2010	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFES SIONAL)/FIR S T LEVEL ELIGIBILITY	n/a	PAGSANGAHAN NHS, SAN FRANCISCO QUEZON
4	MASTER TEACHER I	OSEC-DECSB-MTCHR1-240020-2001	18	45203	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	QUEZON DISTRICT
5	TEACHER III	OSEC-DECSB-TCH3-248852-1998	13	29798	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	QUEZON DISTRICT

6	TEACHER II	OSEC-DECSB-TCH2-270107-2005	12	27608	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	QUEZON DISTRICT
7	TEACHER I	OSEC-DECSB-TCH1-266927-1998	11	25439	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	QUEZON DISTRICT
8	Administrative Assistant II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-270271-2017	8	18998	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFES SIONAL)/FIR S T LEVEL ELIGIBILITY	n/a	SAN FRANCISCO B NHS, LOPEZ QUEZON
9	Administrative Assistant II	OSEC-DECSB-ADAS2-270347-2016	8	18998	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFES SIONAL)/FIR S T LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON

10	Administrative Assistant II	OSEC-DECSB-ADAS2-270361-2016	8	18998	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
11	TEACHER I	OSEC-DECSB-TCH1-279041-2018	11	25439	Bachelor of Elementary Education (BEED) or Bachelors Degree plus 18 Professionals Units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET	n/a	CANDELARIA EAST DISTRICT
12	Administrative Assistant III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-270271-2017	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	CAMOHAGUIN NHS, GUMACA QUEZON
13	Administrative Assistant III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-270285-2017	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	Sampaloc NHS, Sampaloc, Quezon

14	Administrative Assistant II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-270285-2017	8	18998	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	Sampaloc NHS, Sampaloc, Quezon
15	TEACHER II (SHS ACAD)	OSEC-DECSB-TCH2-270322-2019	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON

16	TEACHER II (SHS ACAD)	OSEC- DECSB- TCH2- 271280-2017	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON
17	TEACHER II (SHS ACAD)	OSEC- DECSB- TCH2- 271798-2016	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON

18	TEACHER II (SHS ACAD)	OSEC- DECSB- TCH2- 271872-2016	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON
19	TEACHER II (SHS ACAD)	OSEC- DECSB- TCH2- 272709-2017	12	27608	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units towards a Master's degree in the relevant strand/subject	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON

20	TEACHER II (SHS TVL)	OSEC- DECSB- TCH2- 272716-2017	12	27608	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	6 months of relevant teaching or 6 months of industry work experience	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON
21	TEACHER II (SHS TVL)	OSEC- DECSB- TCH2- 272743-2017	12	27608	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At least NC II + TMC I (Appropriate to the specialization)	6 months of relevant teaching or 6 months of industry work experience	RA 1080 /LET/PBET Provisional: None Required	n/a	DIVISION OF QUEZON
22	TEACHER III	OSEC- DECSB- TCH3- 271274 2020	13	29798	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 WEST DISTRICT

23	TEACHER II	OSEC-DECSB-TCH2-270767-2014	12	27608	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 WEST DISTRICT
24	TEACHER I	OSEC-DECSB-TCH1-278348-2018	11	25439	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 WEST 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 20, 2022. Furthermore, you can also visit our website at www.depedquezon.com.ph for further announcement.

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.