

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: 04-Aug-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 II (Disbursing Officer II) | OSEC-DECSB-ADAS2-270269-2017 | 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 | BAMBAN NHS, TAGKAWAYAN QUEZON |
| 2 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-270272-2017 | 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 | BAMBAN NHS, TAGKAWAYAN QUEZON |

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|---|--|------------------------------|----|-------|--|---------------------------|-----------------------------|---|-----|---|
| 3 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-270273-2017 | 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 | SAN ISIDRO INTEGRATED SCHOOL, TAGKAWAYAN QUEZON |
| 4 | TEACHER III | OSEC-DECSB-TCH3-272065-2018 | 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 | CANDELARIA EAST DISTRICT |
| 5 | TEACHER II | OSEC-DECSB-TCH2-270225-2018 | 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 | CANDELARIA EAST DISTRICT |

| | | | | | | | | | | |
|---|------------|-----------------------------|----|-------|--|---------------|----------------------------|--------------------|-----|--------------------------|
| 6 | TEACHER I | OSEC-DECSB-TCH1-262591-1998 | 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 | CANDELARIA EAST DISTRICT |
| 7 | TEACHER II | OSEC-DECSB-TCH2-251547-1998 | 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 | CANDELARIA EAST DISTRICT |
| 8 | TEACHER I | OSEC-DECSB-TCH1-262608-1998 | 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 | CANDELARIA EAST DISTRICT |

| | | | | | | | | | | |
|----|------------------------|--|----|-------|--|---|--|---|-----|---|
| 9 | HEAD TEACHER III | OSEC- DECSB- HTEACH3- 240834-1998 | 16 | 38150 | Bachelor of Elementary Education (BEED) or Bachelors Degree w/ 18 Professional Units in Education | 24 HOURS OF RELEVANT TRAINING | HEAD TEACHER FOR 2 YEARS; OR TEACHER- IN-CHARGE FOR 2 YEARS; OR TEACHER FOR 5 YEARS | RA 1080 /LET/ PBET | n/a | ATIMONAN DISTRICT |
| 10 | TEACHER I | OSEC- DECSB- TCH1- 271289-2011 | 11 | 25439 | 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 NHS, Calauag Quezon |
| 11 | TEACHER I (SHS TVL) | OSEC- DECSB- TCH1- 272874-2016 | 11 | 25439 | Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization | At least NC II (Appropriate to the specialization) | NONE REQUIRED | RA 1080 /LET/PBET Provisional: None Required | 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 August 14, 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 Quezor

depedquezonhr00@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

