

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: 01-Sep-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	OSEC-DECSB-ADAS3-270202-2018	9	20402	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-ADAS2-270364-2016	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	DIVISION OF QUEZON

3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-270097-2015	6	16877	Completion of 2 years studies in college	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL)/FIRST LEVEL ELIGIBILITY	n/a	DIVISION OF QUEZON
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-270121-2014	9	20402	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
5	TEACHER I	OSEC-DECSB-TCH1-264298-1998	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	SAN FRANCISCO DISTRICT
6	TEACHER I	OSEC-DECSB-TCH1-264275-1998	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	SAN FRANCISCO DISTRICT

7	TEACHER I	OSEC-DECSB-TCH1-271954-2016	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	UNISAN DISTRICT
8	TEACHER I	OSEC-DECSB-TCH1-272172-2007	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	Tagkawayan NHS, Tagkawayan Quezon
9	TEACHER I	OSEC-DECSB-TCH1-280222-2012	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	Lutucan Integrated NHS, Sariaya, Quezon

10	SPECIAL EDUCATION TEACHER III	OSEC-DECSB-SPET3-240004-2001	16	38150	Bachelor's Degree in Education with Specialization in Special Education	4 HOURS OF RELEVANT TRAINING	2 YEARS EXPERIENCE AS SPECIAL EDUCATION TEACHER	RA 1080 /LET/ PBET	n/a	GUINAYANGAN DISTRICT
11	SPECIAL EDUCATION TEACHER I	OSEC-DECSB-SPET1-270084-2018	14	32321	Bachelor's Degree in Education with Specialization in Special Education or five (5) other requisites enumerated in DepEd Order No. 7 s.2015	NONE REQUIRED or five (5) other requisites enumerated in DepEd Order No. 7 s.2015	NONE REQUIRED or five (5) other requisites enumerated in DepEd Order No. 7 s.2015	RA 1080 /LET/ PBET	n/a	GUINAYANGAN DISTRICT
12	TEACHER III	OSEC-DECSB-TCH3-270055-2008	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	GUINAYANGAN DISTRICT

13	TEACHER II	OSEC- DECSB- TCH2- 270218-2014	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	GUINAYANGAN DISTRICT
14	TEACHER I	OSEC- DECSB- TCH1- 263038-1998	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	GUINAYANGAN DISTRICT
15	TEACHER I	OSEC- DECSB- TCH1- 262268-1998	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	ALABAT DISTRICT

16	TEACHER I	OSEC- DEC SB- TCH1- 280562-2012	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	Ilayang Ilog-A NHS, Lopez, Quezon
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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 September 11, 2022. Furthermore, you can also visit our website at [www.depedquezon.com.ph](http://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](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.

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](mailto:depedquezonhr00@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**















