

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: 20-Oct-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignme
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-270272-2017	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	Sabang NHS, Polil Quezon
2	TEACHER II (SHS TVL)	OSEC-DECSB-TCH2-270844-2022	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

3	TEACHER III	OSEC-DECSB-TCH3-240458-2002	13	29798	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	Evaristo R. Macalin MNHS, Quezon Quezon
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-270249-2017	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	DIVISION OF QUEZON
5	Administrative Assistant III	OSEC-DECSB-ADAS3-270264-2017	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	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 October 30, 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

depedquezonhr00@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.