



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:

**CIVIL SERVICE COMMISSION**  
National Capital Region  
CSFO-UP

RECEIVED  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

TIME: JAN 21 2020

*Shari*  
ARACELI D. DY  
HRMIO

Electronic copy to be submitted to the CSC  
For use in the MS Excel format

Date: January 20, 2020

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 Officer IV	OSEC-DECSB-ADOF4-30016-2015	15	30,531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	RA 1080 Career Service Professional or appropriate second level eligibility		Schools Division Office
2	Planning Officer II	OSEC-DECSB-PL02-30004-2002	15	30,531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional or appropriate second level eligibility		Schools Division Office
3	Administrative Officer III	OSEC-DECSB-ADOF3-30002-2005	14	27,755	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	RA 1080 Career Service Professional or appropriate second level eligibility		Schools Division Office

**CIVIL SERVICE COMMISSION**  
 National Capital Region  
 OSFO-UP  
 Schools Division Office  
 DATE: Jan 21 2003  
 TIME: \_\_\_\_\_

4	Administrative Officer III	OSEC-DECSB-ADOF3-30003-2005	14	27,755	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	RA 1080 Career Service Professional of appropriate second level eligibility		Division Office
5	Teacher III	OSEC-DECSB-TCH3-36295-1998	13	25,232	Bachelor of Elementary/Secondary/Early Childhood Education or Bachelor's degree plus 18 professional unit in education	2 years of relevant experience	no required training	RA 1080/PBET/LET Passer		Division Office
6	Teacher II	OSEC-DECSB-TCH2-36121-1998	12	22,938	Bachelor of Elementary/Secondary/Early Childhood Education plus 18 professional units in education	1 year of relevant experience	no required training	RA 1080/PBET/LET Passer		Division Office
7	Teacher II	OSEC-DECSB-TCH2-30027-2003	12	22,938	Bachelor of Elementary/Secondary/Early Childhood Education plus 18 professional units in education	1 year of relevant experience	no required training	RA 1080/PBET/LET Passer		Markina High School

8	Teacher I	OSEC-DECSB-TCH1-32650-2002	11	20,754	Bachelor of Elementary/Secondary/ Early Childhood Education or Bachelor's degree plus 18 professional unit in education	no required experience;	no required training;	RA 1080/PBET/LET Passer		Marikina Science High School
9	Teacher I	OSEC-DECSB-TCH1-30162-2000	11	20,754	Bachelor of Elementary/Secondary/ Early Childhood Education or Bachelor's degree plus 18 professional unit in education	no required experience	no required training	RA 1080/PBET/LET Passer		Division Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address mentioned when the announcement for evaluation / assessment shall be made in our agency website.

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. Photocopy of Certificate/s of Employment
6. Photocopy of prior attested Appointment (Certified True Copy)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ARACELL D. DY**

HRMO

Shoe Ave., Sta. Elena, Marikina City

[hrmo.marikina@deped.gov.ph](mailto:hrmo.marikina@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.