

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC. FO must be in MS Excel format.

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:

RECEIVED
MARICHELLE B. LLAVE
Administrative Officer IV
January 28, 2026
1:19

Date:

ENIDA B. ABORDO
Director II
Office of Assignment

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency Area/ Specialization/ Identity Requirement (if applicable)
1	MEDICAL OFFICER III	OSEC-DECSB-MDOF3-390142-2010	21	73,303.00	DOCTOR OF MEDICINE	NONE REQUIRED	NONE REQUIRED	RA 1080	SCHOOL GOVERNANCE AND OPERATIONS DIVISION
2	ADMINISTRATIVE OFFICER IV	OSEC-DECSB-ADOF4-390028-2004	15	42,178.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONALLY SECOND LEVEL ELIGIBILITY)	SAN MIGUEL RURAL DEVELOPMENT HIGH SCHOOL
3	ACCOUNTANT I	OSEC-DECSB-A1-390042-1998	12	33,947.00	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080	PANDAN SCHOOL OF ARTS AND TRADES
4	PROJECT DEVELOPMENT OFFICER I	OSEC-DECSB-PDO1-390156-2023	11	31,705.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONALLY SECOND LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390010-2019	11	31,705.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONALLY SECOND LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390168-2020	11	31,705.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONALLY SECOND LEVEL ELIGIBILITY)	DIVISION OF CATANDUANES (ELEMENTARY)
7	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-390151-2014	9	24,329.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL (STARTING 2018)	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONALLY FIRST LEVEL ELIGIBILITY)	DIVISION OF CATANDUANES (ELEMENTARY)
8	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-390150-2014	9	24,329.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL (STARTING 2018)	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONALLY FIRST LEVEL ELIGIBILITY)	DIVISION OF CATANDUANES (ELEMENTARY)

9	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-390218-2017	9	24,329.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE (PRIOR 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL UNDER TECHNICAL-VOCATIONAL-LIVELIHOOD TRACK, OR COMPLETION OF GRADE 10/JUNIOR HIGH SCHOOL WITH RELEVANT VOCATIONAL/TRADE COURSE (TESDA NC II) (STARTING 2018)	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
10	SECURITY GUARD I	OSEC-DECSB-SECG1-390217-1998	3	16,486.00	HIGH SCHOOL GRADUATE (PRIOR TO 2016), OR COMPLETION OF GRADE 10/JUNIOR HIGH SCHOOL (STARTING 2016)	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE (MC 11, s. Cat. II)	DIVISION OF CATANDUANES (ELEMENTARY)
11	SECURITY GUARD I	OSEC-DECSB-SECG1-390245-1998	3	16,486.00	HIGH SCHOOL GRADUATE (PRIOR TO 2016), OR COMPLETION OF GRADE 10/JUNIOR HIGH SCHOOL (STARTING 2016)	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE (MC 11, s. Cat. II)	DIVISION OF CATANDUANES (ELEMENTARY)
12	SECURITY GUARD I	OSEC-DECSB-SECG1-390216-1998	3	16,486.00	HIGH SCHOOL GRADUATE (PRIOR TO 2016), OR COMPLETION OF GRADE 10/JUNIOR HIGH SCHOOL (STARTING 2016)	NONE REQUIRED	NONE REQUIRED	SECURITY GUARD LICENSE (MC 11, s. Cat. II)	DIVISION OF CATANDUANES (ELEMENTARY)
13	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-390446-2004	1	14,634.00	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	DIVISION OF CATANDUANES (ELEMENTARY)

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 **February 09, 2026**.

1. Letter of Intent addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2025) together with the Work Experience Sheet (if applicable) you may download the form at <https://bit.ly/PDSCSCForm212>
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year complete performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
11. Other documents as may be required by the HRMPSB for comparative assessment (e.g., Portfolio or Means of Verification (MOVs) for the assessment of Identified PPST NCOs)
12. For more details, please contact 09858064971 or email us thru personnelsection.ctd@deped.gov.ph

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

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

MARICHELLE B. LLAVE

Administrative Officer IV

DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes

personnelsection.ctd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.