

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

Electronic copy to be submitted to the CSC FO mailbox 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:

MARICHELLE B. LLAVE  
Administrative Officer IV  
Date: March 19, 2026

*[Handwritten Signature]*  
MAR 19 2026  
4:15  
Place of Assignment  
Senior Human Resource Specialist

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency/Area of Specialization/Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390564-2023	11	31,705.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/SECOND LEVEL ELIGIBILITY		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-390005-2018	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 TO 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	
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-390223-2017	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 TO 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	
4	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-390159-2014	9	24,329.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR COMPLETION OF GRADE 12/SENIOR HIGH SCHOOL (STARTING 2016)	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		DIVISION OF CATANDUANES (ELEMENTARY)	
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390228-2016	8	22,423.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE (PRIOR TO 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		SENIOR HIGH SCHOOL	
6	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390072-2004	6	19,716.00	COMPLETION OF 2 YEARS OF STUDIES IN COLLEGE (PRIOR TO 2018), OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE (PRIOR TO 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)	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		PANDAN SCHOOL OF ARTS AND TRADES	
7	SECURITY GUARD I	OSEC-DECSB-SECG1-390261-1998	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		GIGMOTO RURAL DEVELOPMENT HIGH SCHOOL	

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 March 30, 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](http://bit.ly/Annex_C)
11. Other documents as may be required by the HRMPBSB for comparative assessment (e.g., Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs)
12. For more details, please contact 09858064971 or email us thru [personnelsection.ctd@deped.gov.ph](mailto: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](mailto:personnelsection.ctd@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	TEACHER I (Secondary)	OSEC-DECSB-TCH1-428736-1998	11	31,705.00	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080, as amended (Teacher-Secondary)		SAN VICENTE NATIONAL HIGH SCHOOL	

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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](https://bit.ly/Annex_C)
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