

To: CIVIL SERVICE COMMISSION (CSC)

Whereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

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



Date: \_\_\_\_\_

MARCHELLE B. LLAVE  
Administrative Officer IV  
May 13, 2024

Electronic copy to be submitted to the CSC PD must bear MS Excel format

No. (Parent/Child Title, if applicable)	Position Name No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards				Placed Assignment		
				Education	Training	Experience	Eligibility			
1	TEACHER I	OSSEC-DEC38-TCH-391261-2012	11	27,000.00	BACHELOR OF ELEMENTARY EDUCATION (BED) OR BACHELOR'S DEGREE PLUS 16 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	DIVISION OF CATAUNDUANES (INDUKARTEN)
2	TEACHER I	OSSEC-DEC38-TCH-41931-1999	11	27,000.00	BACHELOR OF ELEMENTARY EDUCATION (BED) OR BACHELOR'S DEGREE PLUS 16 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	DIVISION OF CATAUNDUANES (ELBANTARY)
3	TEACHER I	OSSEC-DEC38-TCH-419301-1999	11	27,000.00	BACHELOR OF ELEMENTARY EDUCATION (BED) OR BACHELOR'S DEGREE PLUS 16 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	DIVISION OF CATAUNDUANES (ELBANTARY)
4	TEACHER I	OSSEC-DEC38-TCH-41943-1998	11	27,000.00	BACHELOR OF ELEMENTARY EDUCATION (BED) OR BACHELOR'S DEGREE PLUS 16 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	DIVISION OF CATAUNDUANES (ELBANTARY)
5	TEACHER I	OSSEC-DEC38-TCH-41981-1998	11	27,000.00	BACHELOR OF ELEMENTARY EDUCATION (BED) OR BACHELOR'S DEGREE PLUS 16 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	RA 1090 (TEACHER)	DIVISION OF CATAUNDUANES (ELBANTARY)

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 May 29, 2024.

1. Letter of Interest addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet (if applicable). you may download the form at [MILY/F-12\\_PDS & MLY/WES\\_PDS](#)
3. Photocopy of valid and updated PRC License/ID, if applicable.
4. Photocopy of Certificate of Eligibility/Reading, 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 Certificates of Training, if applicable.
7. Photocopy of Certificate of Employment, Certificate of Service, or duly signed Service Record, whichever is more applicable.
8. Photocopy of latest appointment, if applicable.
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/last position prior to the deadline of submission, if applicable.
10. Checklist of Requirements and Ombudsman Sworn Statement 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 but not limited to: (Means of Verification (MVOs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development restored from the date of last issuance if appointment.
12. For more details, please contact OS65006-4871 or email us thru [personnelsection.dcd@deped.gov.ph](mailto:personnelsection.dcd@deped.gov.ph)

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

**MARCHELLE B. LLAVE**  
Administrative Officer IV  
DepEd - 300 Catabuanes, San Roque, Vicos, Catabuanes  
[personnelsection.cvl@deped.gov.ph](mailto:personnelsection.cvl@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, sex, race, religion, disability, civil status, ethnicity, social status, income class, paternity and affiliation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and