

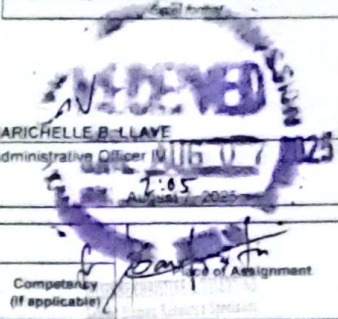
Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC PO must be in MS
Word format

MARICHELLE B. LLAVE

Administrative Officer IV

Date: _____



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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SCHOOL PRINCIPAL II	OSEC-DECSB-SP2-390194-2010	20	62,967.00	MASTER'S DEGREE IN EDUCATION OR EDUCATIONAL MANAGEMENT, OR EDUCATIONAL LEADERSHIP OR MASTER'S DEGREE IN RELEVANT LEARNING AREA WITH AT LEAST 12 UNITS IN MANAGEMENT	32 HOURS OF TRAINING IN ANY OF OR A CUMULATIVE OF THE FOLLOWING CURRICULUM PEDAGOGY SCHOOL MANAGEMENT AND OPERATIONS, INSTRUCTIONAL LEADERSHIP ACQUIRED WITHIN THE LAST 5 YEARS	5 YEARS TEACHING EXPERIENCE AND 2 YEARS EXPERIENCE IN SCHOOL MANAGEMENT AND OPERATIONS	RA 1080 AS AMENDED (TEACHER)		SAGAMANOC RURAL DEVELOPMENT HIGH SCHOOL
2	HEAD TEACHER III	OSEC-DECSB-HTEACH3-390841-1999	18	43,560.00	BACHELOR'S DEGREE IN ELEMENTARY EDUCATION OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS	24 HOURS OF RELEVANT TRAINING	HT FOR 2 YEARS, OR TIC FOR 2 YEARS, OR TEACHER FOR 5 YEARS	RA 1080 (TEACHER)		DIVISION OF CATANDUANES (ELEMENTARY)
3	HEAD TEACHER II	OSEC-DECSB-HTEACH2-390290-1998	15	40,208.00	BACHELOR'S DEGREE IN ELEMENTARY EDUCATION OR BACHELOR'S DEGREE WITH 18 PROFESSIONAL EDUCATION UNITS	24 HOURS OF RELEVANT TRAINING	HT FOR 1 YEAR, OR TIC FOR 1 YEAR OR TEACHER FOR 4 YEARS	RA 1080 (TEACHER)		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 August 18, 2025.

1. Letter of Intent addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
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 performance in the current or previous job or position relevant to the position to be filled.
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 but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
12. For more details, please contact (052)8114063 or email us thru personnelsection.ctd@deped.gov.ph

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

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.