

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:

MARIA CRISTINA S. SARMIENTO  
Administrative Officer V

Date: **January 31, 2025**

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	School Principal I	OSEC-DECSB-SP1-151516-2010	19	56390	Bachelor's degree in Elementary Education; or Bachelor's degree w/ 18 professional education units	40 hours of relevant training	HT for 1 yr.; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	PBET/TEACHER/RA 1080(LET)		Division of Angeles City
2	Administrative Aide III (Utility Worker II)	OSEC-DECSB-ADA3-150104-2004	3	15852	Must be able to read and write	None Required	None Required	None Required		Division of Angeles City - SGOD
3	Administrative Aide IV (Bookbinder II)	OSEC-DECSB-ADA4-150147-2004	4	16833	Elementary School Graduate	None Required	None Required	None Required		Division of Angeles City

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 11, 2025**.

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.

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

MARIA CRISTINA S. SARMIENTO  
Administrative Officer V  
Jesus St., Pulungbulu, Angeles City  
[hrmo.acdo@gmail.com](mailto:hrmo.acdo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.