

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:

CAROLINE L. MONTES

Administrative Officer IV

Date: April 2, 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	Teacher III	OSEC-DECSB-TCH3-150289-2025	13	34421	Bachelor of Secondary Education (BSEd); or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	2 years of relevant experience	PBET/Teacher/RA 1080 (LET)		Francisco G. Nepomuceno Memorial High School
2	Teacher III	OSEC-DECSB-TCH3-150416-2023	13	34421	Bachelor of Elementary Education (BEEd); or Bachelor's degree plus 18 professional units in Education	None required	2 years of relevant experience	PBET/Teacher/RA 1080 (LET)		Division of Angeles City
3	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-150002-2018	9	23226	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)		Division of Angeles City
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-150173-2016	8	21448	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)		Division of Angeles City-SHS
5	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-150066-2004	6	18957	Completion of two years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)		Angeles City National 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 **April 14, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.