

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: **July 15, 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	Project Development Officer I	OSEC-DECSB-PDO1-150146-2023	11	30024	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Angeles City
2	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-150010-2018	9	23226	Completion of 2 years of studies in college (prior to 2018),  OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)		Division of Angeles City
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-150046-2018	8	21448	Completion of 2 years of studies in college (prior to 2018),  OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)		Bonifacio V. Romero High School
4	Teacher II (Elementary)	OSEC-DECSB-TCH2-155960-1998	12	32245	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	8 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	1 year teaching experience	RA 1080, as ammended (Teacher-Elementary/Secondary)		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 **July 25, 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.