

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal 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
HRMO

Date: **March 4, 2026**

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Officer II (Human Resource Management Officer I)	OSEC-DECSB-ADOF2-150479-2020	11	31705	Bachelor's degree	None required	None required	Career Service Professional (Second Level Eligibility)		Division of Angeles City
2	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-150152-2014	9	24329	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)		Division of Angeles City - OSDS
3	Teacher I (Elementary)	OSEC-DECSB-TCH1-168809-1998	11	31705	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)		Division of Angeles City
4	Teacher I (Elementary)	OSEC-DECSB-TCH1-161700-1998	11	31705	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	None required	None required	RA 1080, as amended (Teacher-Elementary/Secondary)		Division of Angeles City

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **March 14, 2026**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

CAROLINE L. MONTES

Administrative Officer IV

Jesus Street, Pulung Bulu, Angeles City

[\(045\) 901-9498/hrmo.acdo@gmail.com](mailto:(045)901-9498/hrmo.acdo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.