

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: **August 27, 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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Guidance Counselor I	OSEC-DECSB-GUIDC1-150521-2009	11	27000	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Rafael L. Lazatin Memorial High School
2	Guidance Counselor I	OSEC-DECSB-GUIDC1-150012-2011	11	27000	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Bonifacio V. Romero High School
3	Guidance Counselor II	OSEC-DECSB-GUIDC2-150259-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
4	Guidance Counselor II	OSEC-DECSB-GUIDC2-150258-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
5	Guidance Counselor II	OSEC-DECSB-GUIDC2-150257-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
6	Guidance Counselor II	OSEC-DECSB-GUIDC2-150256-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
7	Guidance Counselor II	OSEC-DECSB-GUIDC2-150255-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
8	Guidance Counselor II	OSEC-DECSB-GUIDC2-150254-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
9	Guidance Counselor II	OSEC-DECSB-GUIDC2-150253-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
10	Guidance Counselor II	OSEC-DECSB-GUIDC2-150252-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School

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11	Guidance Counselor II	OSEC-DECSB-GUIDC2-150251-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
12	Guidance Counselor II	OSEC-DECSB-GUIDC2-150250-2016	12	29165	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)		Division of Angeles City-Senior High School
13	Guidance Counselor III	OSEC-DECSB-GUIDC3-150027-1998	13	31320	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Angeles City National High School
14	Guidance Counselor III	OSEC-DECSB-GUIDC3-150005-1998	13	31320	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Angeles City National Trade School
15	Teacher III (Elementary)	OSEC-DECSB-TCH3-152603-2022	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)		Division of Angeles City
16	Teacher III (Elementary)	OSEC-DECSB-TCH3-150662-1998	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)		Division of Angeles City
17	Teacher III (Elementary)	OSEC-DECSB-TCH3-150429-2023	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Elementary/Secondary)		Division of Angeles City
18	Teacher III (Secondary)	OSEC-DECSB-TCH3-150186-2001	13	34421	Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education	16 hours of training in any of or a cumulative of the following: Curriculum, Pedagogy, Subject Specialization acquired within the last 5 years	2 years teaching experience	RA 1080, as amended (Teacher-Secondary)		Angeles City National High School

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19	Head Teacher IV	OSEC-DECSB-HTEACH4-150011-2024	17	47247	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or MT for 2 years	PBET/TEACHER/RA 1080(LET)		Angeles City National High School
20	Head Teacher VI	OSEC-DECSB-HTEACH6-150009-2024	19	56390	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 5 years; or Master Teacher (MT) for 4 years	PBET/TEACHER/RA 1080(LET)		Angeles City National High School
21	Legal Assistant I	OSEC-DECSB-LEA1-150007-2025	10	25586	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Division of Angeles City-OSDS
22	Administrative Officer II (Human Resource Officer I)	OSEC-DECSB-ADOF2-150411-2025	11	30024	Bachelor's degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Division of Angeles City-OSDS
23	Administrative Officer IV (Procurement Officer)	OSEC-DECSB-ADOF4-150010-2025	15	40208	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Division of Angeles City-OSDS

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 **September 7, 2025**.

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:

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					Education	Training	Experience			

CAROLINE L. MONTES

Administrative Officer IV

Jesus Street, Pulung Bulu, Angeles City

hrmo.acdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.