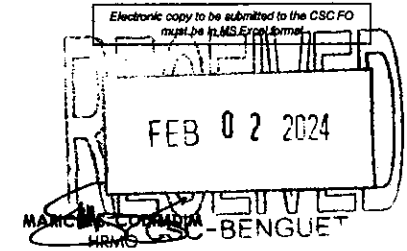


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:



Date: 02-Feb-24

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 II (Senior HS- TVL)	OSEC-DECSB-TCH2-90021-2020	12	29,165.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	At least NC II + TMC I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	> Applicants for permanent position: RA 1080 (Teacher); If not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring > Applicants for a contractual position: None Required > Practitioners(part time only): None Required	N/A	Alejo M. Pacalso MNHS
2	Special Science Teacher I (Senior HS)	OSEC-DECSB-SPST1-90024-2020	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses.	None Required	None Required	RA 1080 Secondary; If not RA 1080 eligible they must pass the LET within 5 years after the date of first hiring	N/A	Lepanto NHS
3	Special Science Teacher I (Senior HS)	OSEC-DECSB-SPST1-90133-2022	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses.	None Required	None Required	RA 1080 Secondary; If not RA 1080 eligible they must pass the LET within 5 years after the date of first hiring	N/A	Cordillera Regional Science High School
4	Special Science Teacher I (Senior HS)	OSEC-DECSB-SPST1-90135-2022	13	31,320.00	Bachelor's degree in a specialized field in Science, Technology, Engineering, Mathematics, or other applied courses as identified and approved by DOST as priority S & T courses.	None Required	None Required	RA 1080 Secondary; If not RA 1080 eligible they must pass the LET within 5 years after the date of first hiring	N/A	Tublay School of Home Industries
5	Administrative Assistant III	OSEC-DECSB-ADAS3-90003-2018	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
6	Administrative Assistant III	OSEC-DECSB-ADAS3-90004-2018	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
7	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90028-2004	6	17,553.00	Completion of two-year studies in college	None Required (CSC MC 12, s. 2019)	None Required	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
8	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-90028-2004	6	17,553.00	Completion of two-year studies in college	None Required (CSC MC 12, s. 2019)	None Required	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
9	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90089-2016	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
10	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90100-2016	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
11	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90101-2016	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
12	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90103-2016	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
13	Administrative Assistant II (Senior High School)	OSEC-DECSB-ADAS2-90106-2016	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet

37	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-90103-2017	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
38	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-90104-2017	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet
39	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-90105-2017	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	SDO Benguet

All interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation, Equal opportunity principle (EOP) should signify their interest in writing. Attach the following documents in four (4) sets to the application letter addressed to the Head of Agency thru the HRMD and submit to the address below not later than FEB 12 2024.

1. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
2. Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable
3. Photocopy of valid and updated PRC license/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
11. Other documents as may be required by the HRMP SB for comparative assessment, including but not limited to:
 - a. Means of verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - b. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 9 is not relevant to the position to be filled, if applicable

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


QUALIFIED APPLICANTS are advised to hand in their application to:

SALLY L. BANAKEN-ULLALIM CESO V

Schools Division Superintendent

Schools Division of Benguet

Vice: BANWA, FREDERICK BASILAN FATA-EK, JERRY FAGAYAN PASCUA, JAN BENEDICT ESTACION TOYAN, JELYN MUTUA RAMOS, SHELER D

CSC Benguet Field Office
2024 -02- 0 2
Date of Publication

WALTER J. JERUSALEM Sr. Human Resource Specialist

2024-01-044

