

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:

GERARD S. PIL

Administrative Officer V

Date: December 4, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.		Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
						Education	Training	Experience	Eligibility		
1	Teacher I (Elementary)	751169-2012	751378-2012	11	20,754	Bachelor of Elementary Education (BEEd) or Bachelor's	None	None	RA 1080 (Teacher)		
2	Administrative Officer IV	750099-2014		15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>• Self-Management</li> <li>• Professionalism and Ethics</li> <li>• Result Focus</li> <li>• Teamwork</li> <li>• Service Orientation                             <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Core Skills</li> <li>• Written Communication</li> </ul> </li> <li>• Computer/ICT Skills</li> </ul>	Elementary Schools
3	Master Teacher I (Senior High School) (Academic Track)	750098-2016		18	40,637	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area specialization	4 years of relevant teaching/industry work experience	RA 1080 (Teacher)		Senior High School

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

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 December 18, 2019

1. Letter of Intent of the applicant
2. 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); notarized with work experience sheet
3. Transcript of Records (TOR) and Certification, Authentication and Verification (CAV) – photocopy only but authenticated
4. Performance Ratings in the last rating period – authenticated (for promotion)
5. Certificate of Rating and PRC ID (photocopy only but authenticated)
6. CS Certificate of Eligibility (for non-teaching positions)
7. Omnibus Sworn Certification (Notarized)
8. NBI Clearance (original)
9. Certificates of trainings and achievements (photocopy only but authenticated)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to their desired school. However, application letter must be addressed to:

GERARD S. PIL  
Administrative Officer V  
Department of Education  
Schools Division of Davao City  
E. Quirino Avenue, Davao City  
[www.deped-davaocity.ph](http://www.deped-davaocity.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**