

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:

MANUEL O. CABERTE
Schools Division Superintendent
Date: 22-Aug-25

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	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-1020013-2025	15	40,208	Bachelor's degree relevant to the job	4hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Division Wide
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020379-2025	11	30,024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Division Wide
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020521-2022	11	30,024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Division Wide
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020525-2022	11	30,024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Division Wide

5	Legal Assistant I	OSEC-DECSB-LEA1-1020012-2025	10	25,586	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Division Wide
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020040-2014	9	23,226	Completion of 2 yrs of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		DIVISION WIDE
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020226-2017	9	23,226	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		DIVISION WIDE
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-1020001-2007	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE

9	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-1020204-2017	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
10	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-1020074-2018	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
11	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020322-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
12	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020319-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE

13	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020304-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
14	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020317-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
15	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020309-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE

16	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-1020306-2016	8	21,448	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
17	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-1020025-2004	6	18,957	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE
18	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-1020027-2004	6	18,957	Completion of 2 yrs studies in college (prior to 2018), or Completion of Grade 12/Senior High School (Starting 2016)	None required	None required	Career Service (Subprofessional)First Level Eligibility		DIVISION WIDE

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 September 1, 2025.

1. Original copy of Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with the attachment of CS Form 212 Work Experience Sheet which can be downloaded at www.csc.gov.ph with recent passport-sized picture - duly notarized
2. Original copy of Authenticated Performance rating **in the last rating period** (if applicable);
3. Original copy of Authenticated certificate of eligibility/rating/license; and
4. Original copy of Transcript of Records and CAV.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MANUEL O. CABERTE

Schools Division Superintendent

KM. 3, BRGY. OSMENA, DAPA, SDN

siargao@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.