

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:

  
**MA. SHARON S. BARRIENTOS**  
HRMO

Date: **June 15, 2021**

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	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420037-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
2	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420038-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
3	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420039-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
4	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420040-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
5	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420041-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
6	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420042-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
7	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420043-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>

8	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420044-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
9	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420045-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
10	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420046-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
11	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420047-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
12	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420048-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
13	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420049-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
14	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420050-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
15	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420051-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
16	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420052-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
17	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420053-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
18	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420054-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
19	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420055-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>

20	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420056-2020	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
21	<b>Administrative Officer II</b>	OSEC-DECSB-ADOF2-420005-2019	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	<b>DIVISION OF CAPIZ- OSDS</b>
22	<b>TEACHER- III</b>	OSEC-DECSB-TCH3-420269-2009	13	28276	BSED or Bachelor's Degree plus 18 professional units in Education with	None Required	2 years relevant experience	(RA 1080) Teacher	NA	<b>IVISAN NHS</b>
23	<b>TEACHER- I</b>	OSEC-DECSB-TCH1-420016-2005	11	23877	BSED or Bachelor's Degree plus 18 professional units in Education with	None Required	None Required	(RA 1080) Teacher	NA	<b>ISHMAEL ORILLOS NHS</b>
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**INSTRUCTION/ REMARKS:**

- Interested applicants , regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application along with other requirements enumerated below to the Division Office or email to [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)
- All documents must be sent not later than June 30, 2021.

**Documents:**

- Letter of intent specifying the position applied.
- Fully accomplished Personal Data Sheet w/ recent pass-port sized picture (CS Form 2012, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- Performance Rating for the last 3 rating periods (if applicable)
- Service Record, Certificate of Employment if employed by a private company , duties and functions certified by the HR Officer/ or Head of Agency
- Outstanding Accomplishments
  - Outstanding Employee Award
  - Innovation(s) duly approved by the Head of Office
  - Research and Development Projects conducted
  - Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
  - Articles published in news paper/ magazine of wide circulation
- Photocopy of Transcript of Records and/or Highest Educational Attainment
- Certificate of Trainings/Participation (relevant to the position applied for)
- Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct
- Photocopy of certificate of eligibility/license/board of rating
- Copy of Publication which can be viewed in the DepEd Capiz Division Website & [csc.gov.ph](http://csc.gov.ph)

MA. SHARON S. BARRIENTOS

Administrative Officer IV/HRMO-II

Department of Education, Schools Division of Capiz

[capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)