

Republic of the Philippines
DEPARTMENT OF EDUCATION
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:

MELO LALINGBAS
ADMINISTRATIVE OFFICER IV/HRMO II
Date: Wednesday, July 9, 2026

Qualification Standards									
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90050-2025	11	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Abucot IS-Kabayan District
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-90497-2022	11	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	N/A	Adaoy ES-Kabayan District
3	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90043-2004	4	Completion of two-year studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service Sub-professional / First Level Eligibility	N/A	695-Kamora National High School
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-90066-2017	9	Completion of two-year studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours relevant training	1 year relevant experience	Career Service Sub-professional / First Level Eligibility	N/A	Bokod District
5	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-90063-2004	3	Completion of two-year studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service Sub-professional / First Level Eligibility	N/A	707-Tublay School of Home Industries

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

July 20, 2026 on or before 5:00 PM

- Letter of intent addressed to the Head of Office, specifying the Position Title (with parenthetical title, if applicable) and the Office/School/District where the vacancy exists.
- 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;
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/PRC Rating, if applicable;
- 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;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- Photocopy of latest appointment, if applicable;
- 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;
- 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://tinyurl.com/OmnibusAnnexC-D07>, sworn before a public officer authorized to administer oaths pursuant to Section 41 EO No. 292, as amended by RA No. 6733 as further amended by RA no. 10755.
- Other documents as may be required by the HRMPSB for comparative assessment pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), including but not limited to:

- 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
 - Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item (i) is not relevant to the position to be filled, if applicable.
 - Certificate of Rating or Memorandum or Issuance on the Results of the NOESH/NASH/Principal's Test for Principal I applicants
- ** Refer to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment) and D.O. No. 021 series of 2024 (Amendments to DepEd Order No. 007, s. 2023) for the criteria of assessment (For Non-Teaching, Teaching-Related, School Administrator, T-I)**

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, political affiliation, and/or expression, civil status, and religion. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the PLACE OF ASSIGNMENT/PLACE OF VACANCY (Office/School/District) indicated above, addressed to:

CARMEL F. MERIS
Assistant Schools Division Superintendent
Office -in-Charge
Office of the Schools Division Superintendent

2026-07-043
CSC Benguet Field Office

JUL 09 2026

Date of Publication