

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



Electronic copy to be submitted to the CSC FO must be in MS Excel

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepED Regional Office IX Proper) in the CSC website

Pilar G. Layon
PILAR G. LAYON
Administrative Officer V

Date: October 24, 2024

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	CHIEF EDUCATION SUPERVISOR	OSEC-DECSB-CES-570042-2014	24	94,112.00	Masters degree in Education or other relevant Masters degree	24 hours training in management and supervision	4 years relevant experience in management and supervision	RA 1080(Teacher)		Policy, Planning and Research Division (PPRD)

The positions are open to interested applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation provided that they meet the minimum requirement. 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 November 4, 2024.

- Letter of intent addressed to the Head of Office, or to the highest human resource management officer designated by the Head of Office
- Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC Licensed/ID
- Photocopy of Certificate of Eligibility/Ratings
- Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Photocopy of Certificate/s of Training, if applicable
- Photocopy of Certificate of Employment, or 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 Certificate of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R.A. No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C of DO 007, s. 2023), notarized by authorized officials under Section 41 of the Republic Act (RA) 10755
- 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

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

RUTH L. FUENTES, CESO III
Regional Director
DepEd RO IX, Balintawak, Pagadian City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED/INCLUDED IN THE POOL OF APPLICANTS.