

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

RECEIVED		Electronic copy to be submitted to the CSC FO must be in MS Excel format
Office/Unit: CSC FO La Union		
Transaction No. LUFO- 26-4426		
Date and Time: 04.16.2026	2:10	
Received by: IMELDA F. SUYAT		
Remarks:		

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~~ **DEPARTMENT OF EDUCATION**:

Imelda F. Suyat
GEORGINA N. NERIDA
HRMO

Date: April 16, 2026

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Education Program Specialist II	OSEC-DECSB- EPS2-60006-1998	16	45694	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	Functional: To enable the conduct of research studies towards formulation of regional policies and recommend publication and utilization of findings in improving basic education services, as well as in the provision of technical assistance by the region to the schools divisions. Perform the duties and responsibilities indicated in the Key Result Area of the position: Planning Frame, Systems and Plans, Policies and Standards, Research	Policy, Planning and Research Division

2	Administrative Aide VI	OSEC-DECSB- ADA6-60064- 2004	6	19716	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Functional: To assist and provide administrative support in the effective and efficient operation of the Cash Section; Provides clerical support in the performance of functions related to cashing and other transactions in the Cash Section. Perform the duties and responsibilities indicated in the Key Result Area of the position: Cash Collection; Disbursement and Remittances, Records and Files	Administrative Division - Cash Section
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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 April 27, 2026

1. 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;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.
5. Other documents as may be required by DepEd, refer to this link: <https://depedro1.com/careers-2/>

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 and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the human resource management office, as the case may be:

GEORGINA N. NERIDA

Administrative Officer V

DepEd Regional Office I, Catbangan, City of San Fernando, La Union; Tel No. : 072 682 2324 loc 109;
Email Address: hrmpsb.region1@deped.gov.ph

<https://tinyurl.com/ApplicationForm-DepEdROI>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.