

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

| | |
|---|--|
| RECEIVED | |
| Office/Unit: <u>600103-2010</u> | |
| Transaction No. <u>LUFO- 26-4769</u> | |
| Date and Time: <u>06.18.2026 / 3:08</u> | |
| Received by: <u>IMELDA F. SUYAT</u> Senior HR Specialist | |
| Remarks: <u>GEORGINA N. NERIDA</u> | |

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.

HRMO

Date: June 18, 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 Supervisor | OSEC-DECSB-EPSSVR-60103-2010 | 22 | 81796 | Master's degree in Education or other relevant Master's degree with specific area of specialization | 8 hours of relevant training | 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher | RA 1080 (Teacher) | Functional: To provide technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions. Perform the duties and responsibilities indicated in the Key Result Area of the position: Quality Assurance Standards and Policy Formulation & Adoption; Progress M&E; Results M&E; Coordination with Other RO Units; Technical Assistance; Unit Performance | Quality Assurance Division |

| | | | | | | | | | | |
|---|--|-------------------------------------|----|-------|--|---------------------------------|-----------------------------------|---|---|---|
| 2 | Attorney III | OSEC-DECSB- ATY3-60001- 2021 | 21 | 73303 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (BAR) | Functional: To assists the Attorney IV in the provision of effective, efficient, and expeditious legal service to the Regional Office through impartial, evidence-based, and speedy evaluation or disposition of administrative complaints or cases, effective and efficient In-House General Legal services, Regular Monitoring and Timely submissions of reports on matters which are required by Law; and Legal Service to SDOs without Attorney III positions | Office of the Regional Director - Legal Unit |
| 3 | Administrative Officer V (Human Resource Management Officer III) (Anticipated Vacancy) | OSEC-DECSB- ADOF5-60103- 2004 | 18 | 53818 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility | Functional and Leadership: To lead and supervise the staff who will provide the RO with services in the acquisition of personnel, tracking their movement within the organization, ensuring the timely receipt of their compensation and mandated benefits. and manage the employee data base and records. Perform the duties and responsibilities indicated in the Key Result Area of the position: Policies and Guidelines; Personnel Administration; Performance Management | Administrative Division - Personnel Section |
| 4 | Accountant II (Anticipated Vacancy) | OSEC-DECSB- A2-60010-1998 | 16 | 45694 | Bachelor's degree in Commerce/Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (CPA) | Functional: To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations. To Prepares accountability and financial reports; Supervises the preparation of other reports prepared by subordinates needed/ required by the management and oversight agencies; Reviews the financial reports and financial documents for signature of the Accountant III; Analyzes the reports prepared by administrative staff/subordinates as well as the COA audit findings and recommendations; and, Maintains discipline and efficiency of subordinates. Perform the duties and responsibilities indicated in the Key Result Area of the position: Financial Records and Reports; Technical Assistance | Finance Division - Accounting Section |

| | | | | | | | | | | |
|---|--|-----------------------------|----|-------|---|---------------|---------------|--|--|--|
| 5 | Computer Maintenance Technologist I | OSEC-DECSB-CTMT1-60004-2015 | 11 | 31705 | Bachelor's degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | Functional: To provide the regional office with quick response in the maintenance of existing ICT infrastructure and resources, networks and equipment for efficient delivery of education services that is responsive to the needs of the intended users. Perform the duties and responsibilities indicated in the Key Result Area of the position: Installation and Configuration of Network; Hardware Performance Monitoring and Evaluation; Troubleshooting Management; ICT Technical Assistance | Office of the Regional Director - Information and Communications Technology Unit |
| 6 | Administrative Officer I (Cashier I) (Anticipated Vacancy) | OSEC-DECSB-ADOF1-60106-2004 | 10 | 26917 | Bachelor's degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | Functional: To assist the AOV - Cash in providing the RO with services in disbursement, cash collection, liquidation, and financial reporting in order to ensure efficient operation through proper utilization and timely disbursement of funds and liquidation of cash advances. Perform the duties and responsibilities indicated in the Key Result Area of the position: Policies and Guidelines; Cash Collection; Disbursement and Remittances; Salaries and Wages; Reports | Administrative Division - Cash Section |
| 7 | Administrative Assistant I (Anticipated Vacancy) | OSEC-DECSB-ADAS1-60021-2015 | 7 | 20914 | 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 provide administrative support in the effective and efficient operation of the Administrative Services Division. Perform the duties and responsibilities indicated in the Key Result Area of the position: Secretarial/ Frontline and Administrative Support; Records Management | Administrative Division |

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 June 29, 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://depdro1.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:

RAMON O. CANIEZO

Supervising Administrative Officer

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-DepEdRO!>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.