

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

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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:

LAARNI GRACE M. ABAYA
HRMO

Date: August 19, 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	Special Investigator III	OSEC-DECSB-SPI3-60001-2015	18	53818	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Functional: To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Regional Office. Perform the duties and responsibilities indicated in the Key Result Area of the position: Impartial, Evidence- Based, And Speedy Investigation (includes matters involving private schools); Provide Effective And Efficient In-House General Legal Services; Regular Monitoring And Timely Submission Of Report On Matters Which Are Required By Law	Office of the Regional Director - Legal Unit

2	Administrative Officer IV	OSEC-DECSB- ADOF4-60056- 2004	15	42178	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Functional: To provide technical and administrative services to the management and personnel of the in the areas of the RO recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.; To assist the AO V for Personnel in implementing Personnel Guidelines and and reportorial obligations to DepED management and oversight agencies. Perform the duties and responsibilities indicated in the Key Result Area of the position: Recruitment, Selection and Placement; Personnel Actions; Salary Administration and Personnel Records; Benefits Administration, Personnel Information System; Reports, and Personnel Services Performance	Administrative Division - Personnel Section
3	Administrative Aide III (Driver I)	OSEC-DECSB- ADA3-60123- 2004	3	16486	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)	Functional: Perform general clerical tasks, messengerial works or drive service vehicle under the motorpool, or other manual jobs. Perform the duties and responsibilities indicated in the Key Result Area of the position: Clerical, Messengerial, Filing	Administrative Division - General Services Unit

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 September 1, 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 2026); 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 Administrative Division - Personnel Section, as the case may be:

LAARNI GRACE M. ABAYA

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.