

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

**RECEIVED**

Office/Unit: CSC FO Ilocos Norte

Transaction No. INFO-D-24-572

Date and Time: OCT 29 2024

Received by: MAA

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Remarks:

**ANSELMO R. ALUDINO**

Schools Division Superintendent

Date:

**OCTOBER 29, 2024**

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 (if applicable)
1	Planning Officer III	OSEC-DECSB-PLO3-60018-2015	18	49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Appropriate Eligibility for Second Level Position	N/A	Schools Division of the City of Batac
2	Teacher I (Senior High School)	OSEC-DECSB-TCH1-60650-2016	11	28,512.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None Required	None Required	Applicants for a permanent appointment; RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LIT within five (5) years after the date of first hiring	N/A	Schools Division of the City of Batac
3	Administrative Assistant II	OSEC-DECSB-ADAS2-60190-2017	8	20,534.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	Schools Division of the City of Batac
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-60007-2016	6	18,255.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Schools Division of the City of Batac
5	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-60010-2016	6	18,255.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Schools Division of the City of Batac

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 08, 2024**.


1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Photocopy of the Performance Rating in the last three rating period(s) (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Updated Service Records (if applicable);
6. Certificate of Outstanding Accomplishments.
7. Certificate of Trainings Attended.
8. Omnibus Sworn Statement
9. Checklist of Requirements, and
10. Other documents as may be required under DepEd Order Nos. 007, s. 2023 and DepEd Order No. 66, s. 2007.

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

**ANSELMO R. ALUDINO**  
Schools Division Superintendent  
#16S Quiling Sur, City of Batac, Ilocos Norte  
[SDCBHRUnits@deped.gov.ph](mailto:SDCBHRUnits@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*\*This notice of vacancy is open to all qualified applicants regardless of age, race, ethnicity, sexual preferences and PWDs.*

NOTED:  
  
**ATTY. REX R. AMI**  
Director II

**The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.**