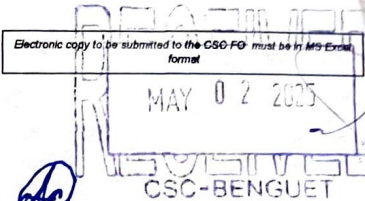
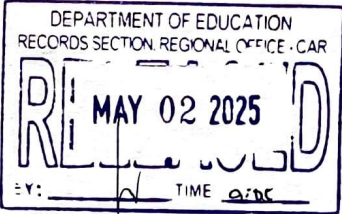


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Date: 04/28/2025

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	Legal Assistant II	OSEC-DECSB-LEA2-90012-2014	12	32245	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional)/ Second Level Eligibility		Office of the Regional Director

*Please see attached Job Descriptions.

Interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those of any Sexual Orientation, Gender Identities, and Gender Expressions (SOGIE), are highly encouraged to apply. Attach the following documents to the application letter and send to the address below not later than:

1. Letter of intent addressed to the Head of Office;
2. Duly accomplished PDS (CS Form No. 212, Revised 2017) with **Work Experience Sheet**;
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Ratings;
5. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees;
6. Photocopy of Certificate/s of Trainings, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of Performance Rating supported by the performance evaluation tool in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) - **Sworn before any public officer authorized to administer oath (Download here: <http://tinyurl.com/ChecklistandOSS>); and**
11. Other documents, if applicable:
 - a. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning Development reckoned from the date of last issuance of appointment; and,
 - b. Photocopy of the Performance Rating obtained from the relevant work experience, if the Performance Rating in Item "9" is not relevant to the position to be filled, if applicable.
12. **For Walk-In Applicants:** Submit an electronic copy of the requirements in a flash drive.

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

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director
Dep-Ed - CAR, Regional Office, Wangal, La Trinidad, Benguet
<https://depedcar.ph/jobs/online-application>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.