



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

June 2, 2025

DIVISION MEMORANDUM

No. 143, s. 2025

ANNOUNCEMENT OF VACANCIES FOR VARIOUS NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
Public Schools District Supervisors / OIC-PSDSs
Elementary and Secondary School Heads
All Others Concerned
Interested Applicants

1. This is to announce to the field that this Office, through the Division Human Resource Merit Promotion and Selection Board (HRMPSB), will conduct a comparative assessment of the following vacant positions:

Position Title	Number of Items	Place of Assignment
Accountant I	1	Pilar National Comprehensive High School
Administrative Aide I (Utility Worker I)	1	Elementary / Anywhere within the Division
Administrative Aide IV (Clerk II)	1	Gubat National High School
Administrative Aide VI (Clerk III)	1	Elementary / Anywhere within the Division
Administrative Assistant II (Clerk IV)	2	Senior High School / Anywhere within the Division
Administrative Assistant II (Disbursing Officer II)	2	Anywhere within the Division San Francisco National High School
Disbursing Officer II	1	Castilla National High School
Administrative Officer II (Administrative Officer I)	146	Anywhere within the Division (Elementary Schools)
	35	Alegria Integrated School, Barcelona Bagong Sirang High School, Castilla Bantayan National High School, Pilar Bayasong National High School, Pilar Beguin High School, Bulan Bentuco High School, Gubat Biton National High School, Magallanes



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Position Title	Number of Items	Place of Assignment
Administrative Officer II (Administrative Officer I)		Buenavista National High School, Castilla Cabugao National High School, Donsol Cadandanan National High School, Bulan Caditaan National High School, Magallanes Cagbolo National Vocational HS, Magallanes Calintaan Integrated School, Matnog Calpi Integrated School, Bulan Danao National High School, Bulan Manlabong National High School, Pto. Diaz Oras National High School, Castilla Pandan High School, Castilla Pawik Integrated School, Magallanes Quezon National High School, Bulan Quirapi Integrated School, Castilla Sablayan High School, Juban San Antonio High School, Barcelona San Rafael Integrated School, Pto. Diaz Tingco National High School, Pilar Bagacay National High School, Gubat Bagatao National High School, Magallanes Celso F. Falcotelo National HS, Barcelona Jupi National High School, Gubat Lungib National High School, Pilar Sua High School, Matnog Culasi National High School, Matnog Palanas National High School, Pilar Siuton National High School, Magallanes San Rafael High School, Pilar
Guidance Counselor I	7	Sta. Magdalena National High School Pto. Diaz National High School Pilar National Comprehensive High School Barcelona National Comprehensive HS Bulan National High School Magallanes National Vocational High School Abucay National High School





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9. Persons with disability may request assistance from the Division HRMP SB prior to the scheduled date of the comparative assessment. The HRMP SB shall provide auxiliary and supplementary materials according to their needs.
10. The schedule of the comparative assessment will be announced through an Advisory which will be posted on the SDO Sorsogon Province Official Website (www.depedsorsogon.com.ph), at the Office of the Personnel Section, and through social media platforms.
11. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
12. Immediate and wide dissemination of this Memorandum is enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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Position Title	Number of Items	Place of Assignment
Guidance Counselor II	34	Senior High School / Anywhere within the Division
Guidance Counselor III	1	Gallanosa National High School
Head Teacher III	2	Donsol National Comprehensive High School

- The reference for the conduct of the comparative assessment is **DepEd Order No. 7, s. 2023 for Head Teacher III and Non-Teaching Positions.**
- Attached as Annex A is the Notice of Vacancy which includes the Position Title, Plantilla Item Number, Salary Grade, Monthly Salary, Qualification Standards, Number of Vacancies, and Place of Assignment.
- Attached as Annex B are the checklist of requirements to be submitted which are: the folder for initial evaluation, and the sealed envelope containing the documents needed during the Comparative Assessment.
- Prompt **initial evaluation** will be conducted upon submission so that the applicants will immediately know if they are qualified to proceed with the Comparative Assessment.
- The schedule for the submission of requirements for application/s are as follows:

SCHEDULE	PARTICULARS
June 2, 2025 to June 6, 2025	Updating of Application Requirements by previous applicants
June 9, 2025 to June 16, 2025	New Applicants

- It is therefore understood that no additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the set deadline.
- This Office promotes Equal Employment Opportunity to all interested applicants without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations, and disability.



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ANNEX A

NOTICE OF VACANCY

Position Title (Parenthetical Title, if applicable)		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	OSEC-DECSB-A1-390001-2005	12	32,245.00	Bachelors degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (Certified Public Accountant)	N/A	Pilar National Comprehensive High School
2	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-390808-2004	1	14,061.00	Must be able to read and write	None Required	None Required	None Required	N/A	Elementary / Anywhere within the Division



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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)	
3	Administrative Aide IV (Clerk II)	OSEC-DECSB- ADA4-390260- 2004	4	16,833.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	N/A	Gubat National High School
4	Administrative Aide VI (Clerk III)	OSEC-DECSB- ADA6-390091- 2004	6	18,957.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub- professional) / First Level Eligibility	N/A	Elementary / Anywhere within the Division
5	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2- 390743-2016	8	21,448.00	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	N/A	Senior High School / Anywhere within the Division
6	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2- 390752-2016	8	21,448.00	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	N/A	Senior High School / Anywhere



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Position Title (Parenthetical Title, if applicable)			Salary/ Job/ Pay Grade	Monthly Salary		Qualification Standards					Place of Assignment	
No.	Planilla Item No.					Education	Training	Experience	Eligibility	Competency (if applicable)	within the Division	
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2- 390185-2017	8	21,448.00		Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	N/A	Anywhere within the Division	
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2- 390200-2018	8	21,448.00		Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	N/A	San Francisco National High School	
9	Disbursing Officer II	OSEC-DECSB- DO2-390009- 2014	8	21,448.00		Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	N/A	Castilla National High School	



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-390093-2020	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391008-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Alegria Integrated School, Barcelona
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391009-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bagong Sirang High School, Castilla
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391010-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bantayan National High School, Pilar



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391011-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bayasong National High School, Pilar
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391012-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Beguin High School, Bulan
16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391013-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bentuco High School, Gubat
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391014-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Biton National High School, Magallanes



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
18	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391015-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Buenavista National High School, Castilla
19	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391016-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Cabugao National High School, Donsol
20	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391017-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Cadandanan National High School, Bulan
21	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391018-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Caditaan National High School, Magallanes



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
22	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391019-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Cagbolo National Vocational High School, Magallanes
23	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391020-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Calintaan Integrated School, Matnog
24	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391021-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Calpi Integrated School, Bulan
25	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391022-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Danao National High School, Bulan



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26	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391023-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Manlabong National High School, Pto. Diaz
27	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391024-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Oras National High School, Castilla
28	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391025-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Pandan High School, Castilla
29	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391026-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Pawik Integrated School, Magallanes





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					Education	Training	Experience	Eligibility	Competency (if applicable)	
30	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391027-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Quezon National High School, Bulan
31	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391028-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Quirapi Integrated School, Castilla
32	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391029-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Sablayan High School, Juban
33	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391030-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	San Antonio High School, Barcelona



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
34	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391031-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	San Rafael Integrated School, Pto. Diaz
35	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391032-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Tingco National High School, Pilar
36	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391033-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bagacay National High School, Gubat
37	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391034-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Bagatao National High School, Magallanes



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No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	
38	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391035-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Celso F. Falcotelo National High School, Barcelona
39	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391036-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Jupi National High School, Gubat
40	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391037-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Lungib National High School, Pilar
41	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391038-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Sua High School, Matnog



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42	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391039-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Culasi National High School, Matnog
43	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391040-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Palanas National High School, Pilar
44	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391041-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Siuton National High School, Magallanes
45	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391042-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	San Rafael High School, Pilar



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46	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391043-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
47	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391044-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
48	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391045-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
49	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391046-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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50	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391047-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
51	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391048-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
52	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391049-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
53	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391050-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)		
54	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391051-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
55	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391052-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
56	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391053-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
57	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391054-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
58	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391055-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
59	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391056-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
60	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391057-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
61	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391058-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
62	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391059-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
63	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391060-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
64	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391061-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
65	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391062-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.		Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
66	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391063-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
67	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391064-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
68	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391065-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
69	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391066-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
70	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391067-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
71	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391068-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
72	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391069-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
73	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391070-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
74	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391071-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
75	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391072-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
76	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391073-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
77	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391074-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division





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			Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
78	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391075-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
79	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391076-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
80	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391077-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
81	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391078-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
82	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391079-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
83	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391080-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
84	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391081-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
85	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391082-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
86	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391083-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
87	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391084-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
88	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391085-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
89	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391086-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)		
90	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391087-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
91	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391088-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
92	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391089-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
93	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391090-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	

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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
94	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391091-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
95	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391092-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
96	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391093-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
97	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391094-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
98	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391095-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
99	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391096-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
100	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391097-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
101	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391098-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
102	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391099-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
103	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391100-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
104	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391101-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
105	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391102-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
106	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391103-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
107	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391104-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
108	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391105-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
109	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391106-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
110	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391107-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
111	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391108-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
112	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391109-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
113	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391110-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	
114	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391111-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
115	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391112-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
116	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391113-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
117	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391114-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
118	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391115-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
119	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391116-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
120	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391117-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
121	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391118-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
122	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391119-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
123	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391120-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
124	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391121-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
125	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391122-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
126	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391123-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
127	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391124-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
128	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391125-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
129	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391126-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
130	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391127-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
131	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391128-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
132	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391129-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
133	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391130-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division





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Position Title (Parentetical Title, if applicable)			Salary/ Job/ Pay Grade		Monthly Salary		Qualification Standards				Place of Assignment	
No.		Plantilla Item No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
134	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391131-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
135	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391132-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
136	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391133-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
137	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391134-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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Position Title (Parenthetical Title, if applicable)		Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
138	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391135-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
139	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391136-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
140	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391137-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
141	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADO F2- 391138-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.						Education	Training	Experience	Eligibility	Competency (if applicable)		
142	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391139-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division		
143	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391140-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division		
144	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391141-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division		
145	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391142-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division		



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No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	
146	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391143-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
147	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391144-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
148	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391145-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
149	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391146-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.					Education	Training	Experience	Eligibility	Competency (if applicable)		
150	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391147-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
151	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391148-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
152	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391149-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
153	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391150-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
154	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391151-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
155	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391152-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
156	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391153-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
157	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391154-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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							Education	Training	Experience	Eligibility	Competency (if applicable)	
158	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391155-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
159	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391156-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
160	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391157-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
161	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391158-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)		
162	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391159-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
163	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391160-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
164	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391161-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
165	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391162-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	



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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
166	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391163-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
167	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391164-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
168	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391165-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
169	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391166-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
170	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391167-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
171	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391168-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
172	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391169-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
173	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391170-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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Position Title (Parentetical Title, if applicable)			Salary/ Job/ Pay Grade	Monthly Salary		Qualification Standards					Place of Assignment	
No.		Planilla Item No.				Education	Training	Experience	Eligibility	Competency (if applicable)		
174	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391171-2025	11		30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
175	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391172-2025	11		30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
176	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391173-2025	11		30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
177	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391174-2025	11		30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
178	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391175-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
179	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391176-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
180	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391177-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
181	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2- 391178-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.					Education	Training	Experience	Eligibility	Competency (if applicable)		
182	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391179-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
183	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391180-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
184	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391181-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	
185	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391182-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division	



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			Monthly Salary		Education	Training	Experience	Eligibility	Competency (if applicable)	
186	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391183-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
187	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391184-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
188	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391185-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
189	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391186-2025	11	30,024.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division



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No.		Plantilla Item No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
190	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-391187-2025	11		30,024.00		Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	N/A	Anywhere within the Division
191	Guidance Counselor I	OSEC-DECSB-GUIDC1-390015-2008	11		30,024.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Sta. Magdalena National High School
192	Guidance Counselor I	OSEC-DECSB-GUIDC1-390016-2008	11		30,024.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Pto. Diaz National High School
193	Guidance Counselor I	OSEC-DECSB-GUIDC1-390017-2008	11		30,024.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Pilar National Comprehensive High School



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
194	Guidance Counselor I	OSEC-DECSB-GUIDC1-390020-2008	11	30,024.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Barcelona National Comprehensive High School
195	Guidance Counselor I	OSEC-DECSB-GUIDC1-390021-2008	11	30,024.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Bulan National High School
196	Guidance Counselor I	OSEC-DECSB-GUIDC1-390041-1998	11	30,024.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Magallanes National Vocational High School
197	Guidance Counselor I	OSEC-DECSB-GUIDC1-390681-2011	11	30,024.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Abucay National High School



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
198	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390205-2008	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
199	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390389-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
200	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390390-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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No.		Plantilla Item No.					Education	Training	Experience	Eligibility	Competency (if applicable)	
201	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390391-2016	12		32,245.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
202	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390392-2016	12		32,245.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
203	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390393-2016	12		32,245.00		Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)		
204	Guidance Counselor II	OSEC-DECSB-GUIDC2-390394-2016	12		32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
205	Guidance Counselor II	OSEC-DECSB-GUIDC2-390395-2016	12		32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
206	Guidance Counselor II	OSEC-DECSB-GUIDC2-390396-2016	12		32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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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)	
207	Guidance Counselor II	OSEC-DECSB-GUIDC2-390397-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
208	Guidance Counselor II	OSEC-DECSB-GUIDC2-390398-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
209	Guidance Counselor II	OSEC-DECSB-GUIDC2-390399-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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Position Title (Parenthetical Title, if applicable)			Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	
210	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390400-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
211	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390401-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
212	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390402-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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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)	
213	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390403-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
214	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390404-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
215	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390405-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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SCHOOLS DIVISION OF SORSOGON

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				Monthly Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
216	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390406-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
217	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390407-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
218	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390408-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
219	Guidance Counselor II	OSEC-DECSB-GUIDC2-390409-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
220	Guidance Counselor II	OSEC-DECSB-GUIDC2-390410-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
221	Guidance Counselor II	OSEC-DECSB-GUIDC2-390411-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
222	Guidance Counselor II	OSEC-DECSB-GUIDC2-390412-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
223	Guidance Counselor II	OSEC-DECSB-GUIDC2-390413-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
224	Guidance Counselor II	OSEC-DECSB-GUIDC2-390414-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division

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BAGONG PILIPINAS



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Position Title (Parent/Thetical Title, if applicable)			Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
No.		Plantilla Item No.			Education	Training	Experience	Eligibility	Competency (if applicable)	
225	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390415-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
226	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390416-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
227	Guidance Counselor II	OSEC-DECSB- GUIDC2- 390417-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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SCHOOLS DIVISION OF SORSOGON

Position Title (Parenthetical Title, if applicable)			Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
No.	Plantilla Item No.	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
228	Guidance Counselor II OSEC-DECSB- GUIDC2- 390418-2016	12 32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
229	Guidance Counselor II OSEC-DECSB- GUIDC2- 390419-2016	12 32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
230	Guidance Counselor II OSEC-DECSB- GUIDC2- 390420-2016	12 32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division



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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)	
231	Guidance Counselor II	OSEC-DECSB-GUIDC2-390421-2016	12	32,245.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Senior High School / Anywhere within the Division
232	Guidance Counselor III	OSEC-DECSB-GUIDC3-390002-2001	13	34,421.00	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)	N/A	Gallanosa National High School
233	Head Teacher III	OSEC-DECSB-HTEACH3-391040-1998	16	43,560.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education	24 hours of relevant training	HT for 2 years ; or Teacher for 5 years	RA 1080 (Teacher)	N/A	Donsol National Comprehensive High School





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Position Title		Salary/		Qualification Standards						
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
234	Head Teacher III	OSEC-DECSB-HTEACH3-390575-1998	16	43,560.00	Bachelor's degree in Secondary Education ; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years ; or Teacher for 5 years	RA 1080 (Teacher)	N/A	Donsol National Comprehensive High School



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CHECKLIST OF REQUIREMENTS

Annex B

Name of Applicant: _____
Position Applied For: _____
Office: _____
Contact Number: _____
Religion: _____
Ethnicity: _____
Person with Disability: Yes () No ()
Solo Parent: Yes () No ()

Application Code: _____

DepEd order
No. 715. 2023

Basic Documentary Requirement		Status of Submission <small>(To be filled-out by the applicant, Check if submitted)</small>	Verification <small>(To be filled-out by the HRMO/ HR Office/ sub-committee)</small>	
			Status of Submission <small>(Check if complied)</small>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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			
k.	Other documents as may be required for comparative assessment:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", [e]lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) [w]here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.