CS Form No. 9

Revised 2025

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

Republic of the Philippines
Department of Education Schools Division Office of Ligao City
Request for Publication of Vacant Positions

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 Schools Division Office of Ligao City:

REBECCA M. ROLDA
HRMO

Date: 8/17/2026

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	Teacher I	OSEC-DECSB-TCH1-390489-2023	11	31,705	Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080 as amended (Teacher-Secondary)		SDO Ligao City BRSHS
2	Teacher I	OSEC-DECSB-TCH1-392803-2015	11	31,705	Bachelor's degree in Education; or Bachelor's Degree in relevant subject or learning area with at least 18 professional units in Education	None Required	None Required	RA 1080 as amended (Teacher-Elementary/Secondary)		SDO Ligao City Elementary
3	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-390202-2004	1	14,634	Must be able to read and write	None Required	None Required	None Required		SDO Ligao City, LNHS
4	Administrative Assistant III	OSEC-DECSB-ADAS3-390106-2018	9	24,329	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City OSDS
5	Administrative Assistant III	OSEC-DECSB-ADAS3-390105-2018	9	24,329	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City OSDS
6	Administrative Officer II	OSEC-DECSB-ADOF2-390606-2025	11	31,705	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SDO Ligao City LCNTVHS
7	Administrative Officer II	OSEC-DECSB-ADOF2-390605-2025	11	31,705	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SDO Ligao City PALAPAS NHS
8	Administrative Officer II	OSEC-DECSB-ADOF2-390603-2025	11	31,705	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SDO Ligao City Maonon NHS

9	Administrative Officer II	OSEC-DECSB-ADOF2-390268-2016	11	31,705	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SDO Ligao City Bacong NHS
10	Administrative Assistant II	OSEC-DECSB-ADAS2-390017-2017	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Barayong NHS
11	Administrative Assistant II	OSEC-DECSB-ADAS2-390783-2016	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Bacong NHS SHS
12	Administrative Assistant II	OSEC-DECSB-ADAS2-390029-2007	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City BRSHS
13	Administrative Assistant II	OSEC-DECSB-ADAS2-390695-2016	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Paulba NHS SHS
14	Administrative Assistant II	OSEC-DECSB-ADAS2-390012-2017	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Elementary
15	Administrative Assistant II	OSEC-DECSB-ADAS2-390140-2018	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City OSDS
16	Registrar I	OSEC-DECSB-R1-390259-2016	11	31,705	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility		SDO Ligao City Bacong NHS
17	Public Schools District Supervisor	OSEC-DECSB-PSDS-390085-2014	22	81,796	Master's Degree in Education or other relevant master's degree	16 hours of relevant training	5 years of cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		SDO Ligao City

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 August 27, 2026.

1. Letter of Intent addressed to the Head of Office containing the following information:
   a.1. Statement of purpose/expression of interest; and
   a.2. Learning area/subject group they intend to teach, if applicable
2. 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;
3. Photocopy of Voter's ID and/or any proof of residency;
4. Photocopy of valid and updated PRC License/ID, if applicable;
5. Photocopy of Certificate of Eligibility / Rating, if applicable;
6. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with **Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable.
8. Photocopy of latest appointment (for those applying for promotion);

9. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
10. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
11.Photocopy of the Performance Rating
12. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if applicable (refer to DepED Order No. 7, s. 2023 for non-teaching, related-teaching and school administration; DepEd Order 20 and 21, s. 2024 for promotion to higher teaching position)
13. 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),

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, reli
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 head of office/ human resource management office/records office, as the case may be:

NYMPHA D. GUEMO
Schools Division Superintendent
Washington St. Binatagan, Ligao City
09171207552 / sdoligaocity.personnel@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Republic of the Philippines
Department of Education Schools Division Office of Ligao City
Request for Publication of Vacant Positions

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 Schools Division Office of Ligao City:

REBECCA M. ROLDA
HRMO

Date: 8/19/2026

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	Administrative Assistant II	OSEC-DECSB-ADAS2-390691-2016	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Barayong NHS

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 August 29, 2026.

1. Letter of Intent addressed to the Head of Office containing the following information:
   a.1. Statement of purpose/expression of interest; and
   a.2. Learning area/subject group they intend to teach, if applicable
2. 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;
3. Photocopy of Voter's ID and/or any proof of residency;
4. Photocopy of valid and updated PRC License/ID, if applicable;
5. Photocopy of Certificate of Eligibility / Rating, if applicable;
6. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with **Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, 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 (for those applying for promotion);
9. Photocopy of Certificate/s of relevant specialized training or professional development programs, if any
10. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC), if applicable;
11. Photocopy of the Performance Rating
12. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if applicable (refer to DepED Order No. 7, s. 2023 for non-teaching, related-teaching and school administration; DepEd Order 20 and 21, s. 2024 for promotion
13. 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),

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 head of office/ human resource management office/records office, as the case may be:

NYMPHA D. GUEMO
Schools Division Superintendent
Washington St. Binatagan, Ligao City
09171207552 / sdoligaocity.personnel@gmail.com

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REBECCA M. ROLDA
HRMO

Date: 8/25/2026

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*	
1	Administrative Aide VI	OSEC-DECSB-ADA6-390054-2014	6	19,716	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City OSDS
2	Administrative Officer II	OSEC-DECSB-ADOF2-390623-2025	11	31,705	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		SDO Ligao City Elementary
3	Administrative Assistant II	OSEC-DECSB-ADAS2-390013-2017	8	22,423	Completion of two (2) years of studies in College (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub Professional) First Level Eligibility		SDO Ligao City Elementary

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 4, 2026

1. Letter of Intent addressed to the Head of Office containing the following information:
   a.1. Statement of purpose/expression of interest; and
   a.2. Learning area/subject group they intend to teach, if applicable
2. 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;
3. Photocopy of Voter's ID and/or any proof of residency;
4. Photocopy of valid and updated PRC License/ID, if applicable;
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6. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) with **Certificate of General Weighted Average** and Diploma, including completion of graduate and post-graduate units / degrees in the highest academic/grade level earned, if applicable;
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12. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if applicable (refer to DepED Order No. 7, s. 2023 for non-teaching, related-teaching and school administration; DepEd Order 20 and 21, s. 2024 for promotion to higher
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