

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

APOLONIA R. VIVO

HRMO

Date:

March 5, 2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Education Program Specialist	CHEDB-SVEPS-4-2013	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		QAD-OIQAG
2	Chief Administrative Officer	CHEDB-CADOF-9-2004	24	98,185.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); Second Level Eligibility		CHEDRO NCR
3	Supervising Education Program Specialist	CHEDB-SVEPS-25-1998	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		CHEDRO CARAGA
4	Chief Education Program Specialist	CHEDB-CEPS-1-2014	24	98,185.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); Second Level Eligibility		DPIC-OPSD
5	Supervising Education Program Specialist	CHEDB-SVEPS-26-1998	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		NCHED-OPSD

6	Supervising Education Program Specialist	CHEDB-SVEPS-43-1998	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		SDD-OPSD
7	Senior Education Program Specialist	CHEDB-SREPS-36-1998	19	56,390.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility		PDD-OPSD
8	Education Program Specialist II	CHEDB-EPS2-70-1998	16	43,560.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		PDD-OPSD
9	Education Program Specialist I	CHEDB-EPSI-22-1998	12	32,245.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		PDD-OPSD
10	Senior Education Program Specialist	CHEDB-SREPS-44-1998	19	56,390.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility		SDD-OPSD
11	Education Program Specialist II	CHEDB-EPS2-121-1998	16	43,560.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service-Professional; Second Level Eligibility		SDD-OPSD
12	Education Program Specialist II	CHEDB-EPS2-4-2014	16	43,560.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		DPIC-OPSD
13	Education Program Specialist I	CHEDB-EPSI-6-2014	12	32,245.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility		DPIC-OPSD
14	Chief Administrative Officer	CHEDB-CADOF-20-2004	24	98,185.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management training/ learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); Second Level Eligibility		CHEDRO X

15	Supervising Education Program Specialist	CHEDB-SVEPS-41-1998	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		CHEDRO X
16	Chief Education Program Specialist	CHEDB-CEPS-41-1998	24	98,185.00	Master's Degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); Second Level Eligibility		CHEDRO IX
17	Supervising Administrative Officer	SADOF-840001-2024	22	78,162.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility		CHEDRO XII
18	Attorney IV	CHED-ATY4-3-1998	23	87,315.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		LLS

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 17, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph; and duly notarized.
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; Certificate of Employment and Certificate of Training attended

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

APOLONIA R. VIVO

Chief Administrative Officer

HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

hrdd.applications@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.