

DATA

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

Electronic copy to be submitted to the CSC FOI Mail Box at
MSC E-mail format

RECEIVED
CIVIL SERVICE COMMISSION
DATE JAN 14 4:50 PM
OFFICE OF THE ADMINISTRATIVE OFFICER IV
MARICELLE B. LLANE

January 14, 2021

To: CIVIL SERVICE COMMISSION (CSC)

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

No.	Position Title (Paraphrased Title, if applicable)	Parents' Item No.	Salary/ Job Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Place of Assignment
1	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAG-390067-2004	6	15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAG-390066-2004	6	15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
3	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADAG-390068-2004	6	15,524.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAG-390066-2018	9	18,784.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOFS-390217-2016	11	22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL/ SECOND LEVEL ELIGIBILITY)	SENIOR HIGH SCHOOL

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 January 24, 2021.

1. Letter of Intent
2. 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;
3. Performance rating for the last 3 years signed by the immediate head;
4. Updated Service Record;
5. Photo of applicant;
6. Proof of appropriate certificate of eligibility/training/license;
7. Photocopy of Transcript of Records;
8. Certificate of Relevant trainings/seminars attended; and
9. Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0928-138-3325 for more details.

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

DANILO E. DESPI
Schools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnelsection.cd@deped.gov.ph

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, parenthly and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.