

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

To: CIVIL SERVICE COMMISSION (CSC)

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

MARCHELLE B. LLAVE
Administrative Officer IV

Date: March 23, 2021



No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment
					Education	Training	Experience	
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-330216-2017	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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 April 2, 2021.

1. Letter of Intent
2. Fully accomplished Personal Data Sheet (FDS) 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. Last approved appointment;
6. Photocopy of certificate of eligibility/rating/license;
7. Photocopy of Transcript of Records
8. Certificate of Relevant trainings/seminars attended; and
9. Other document relevant to the position applied for.
10. For more details, please contact 09291383325

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

SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnelsection.stdf@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, paternity 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 ENTERTAINED.

