

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:

  
MARICHELLE B. LLAVE  
Administrative Officer IV

Date: April 2, 2020

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	ADMINISTRATIVE OFFICER I	OSEC-DECSB-ADOF1-390043-2004	10	20, 219.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL/ SECOND LEVEL ELIGIBILITY)		BATO RURAL DEVELOPMENT 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 April 24, 2020.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Interested qualified applicants may see the Office of the HRMO 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  
marichelle.llave@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.

Emailed to CSC -FO.

04/02/2020

2:28 PM 

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:

  
**MARICHELLE B. LLAVE**  
Administrative Officer IV

Date: March 31, 2020

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	
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-390010-2019	11	22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL)/ SECOND LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (PERSONNEL SECTION)

Interested and qualified applicants should signify their interest in writing. Due to Enhanced Community Quarantine, the following documents shall be submitted online through the email address below not later than April 21, 2020.

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](http://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.

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  
[marichelle.llave@deped.gov.ph](mailto:marichelle.llave@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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."

Emailed to CSC-FO  
03/31/2020 ✓  
10:34 AM



RELEASED:

Date: 04.02.2020  
Time: 5:00 PM

Republic of the Philippines  
**Department of Education**  
REGION V

**SCHOOLS DIVISION OFFICE OF CATANDUANES**

April 2, 2020

**MEMORANDUM**

OSDS-UM-PER-04-02-20/MFL

**TO:** Chief Education Supervisor  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary & Secondary School Heads  
Teaching & Non-Teaching Personnel  
All Other Concerned

This Office hereby announces the vacancy for Administrative Officer II position at the Schools Division Office, Office of the Schools Division Superintendent-Personnel Section. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

Criteria	Non-Teaching (Level 2)
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	20
Education	15
Training	10
Potential	10
Psychosocial Attributes & Personality Traits	5

The Qualification Standards are as follows: (CSC MC No. 10 s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Officer II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility

**General Duties & Responsibilities:**

1. Handle special payroll services;
2. In collaboration with the Administrative Officer IV in the Personnel Section, monitor and prepare report on filled and unfilled teaching and non-teaching items within the Schools Division Office



San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@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."

Due to the Enhanced Community Quarantine, applicants are advised to e-mail the following documents thru [marichelle.llave@deped.gov.ph](mailto:marichelle.llave@deped.gov.ph) (with subject: APPLICATION FOR ADMINISTRATIVE OFFICER II) not later than April 21, 2020. No application documents will be accepted after the deadline:

1. Letter of Intent addressed to the Schools Division Superintendent
2. CSC Form 212 (Personal Data Sheet) Revised 2017
3. Transcript of Records/Special Order
4. Updated Service Records or Certificate of Employment with detailed duties and functions
5. License/Board Rating or Certificate of Eligibility
6. Certification of Performance Rating for the last 3 years signed by the Immediate Head
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. Other documents relevant to the position applied for

For dissemination, guidance and compliance.

  
DANILO E. DESPI  
Schools Division Superintendent