

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

To: CIVIL SERVICE COMMISSION (CSC)

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

MARICHELLE B. LLAVE
Administrative Officer IV
Date: July 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390024-2018	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		VIGA RURAL DEVELOPMENT HIGH SCHOOL
2	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA4-390183-2004	4	14,400.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		PANDAN SCHOOL OF ARTS AND TRADES
3	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA4-390178-2004	4	14,400.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		CATANDUANES NATIONAL HIGH SCHOOL
4	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-390087-2004	3	13,572.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		CATANDUANES NATIONAL HIGH SCHOOL
5	WATCHMAN I	OSEC-DECSB-WCHM1-390035-1998	2	12,790.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		SAN ANDRES VOCATIONAL 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 July 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. 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 09291-383325

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.ctd@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.