

DEPED

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards			Competency (if applicable)	Place of Assignment
						Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390013-2008	8	18,251.00	COMPLETION OF TWO YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY)		SAN MIGUEL RURAL DEVELOPMENT HIGH SCHOOL

Date: _____

MARICELLE B. LLAIB
Administrative Officer IV

SEP-22, 2021



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 August 1, 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. Fully accomplished Application Form for the last 3 years signed by the immediate head.
4. Updated Service Record Sheet.
5. Last approved appointment.
6. Photocopy of certificate of eligibility/rating/cense;
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, Vnco, Catanduanes
gsouandebcollano@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, 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."