

DEPTD

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:

No.	Position Title (Parametrical 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-AIAS2-390277-2017	8	18,251.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF 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 October 18, 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. Current and valid professional registration for the position.
10. For more details, please contact 0929198325.

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

SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent
DepEd - SCSO Administrations, San Roque, Vicks, Cateorodians
administrations@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.



MARCHELLE B. LAIVE
Administrative Officer IV

October 8, 2021

Electronic copy to be submitted to the CSC FO must be in MS Word format

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."