

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. LUAVE
Administrative Officer IV

Date: 11-Jun-19

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 AIDE VI	ADA6-390029-2014	6	14847	Completion of two- year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/First Level Eligibility	Schools Division Office- Office of the Schools Division Superintendent
2	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390015-2014	8	16758	Completion of two- year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/First Level Eligibility	Schools Division Office- 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 June 24, 2019.

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;
 2. Performance rating in the last rating period (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:

SOCORRO V. DELA ROSA
Schools Division Superintendent
epED-SDO Catanduanes, San Roque, Virac, Catanduanes
catanduanes@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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