

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

Electronic copy to be submitted for the CSC PD - mail
to the HRIS Division

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:

MARKHELLE B. LLAVE
Administrative Officer IV

Date: JAN 19 2021

January 19, 2021

No.	Position Title (Parent/Child Title, if applicable)	Pia-tila Item No.	Salary/ Job/ Pay/ Grade	Monthly Salary	Qualification Requirements			Eligibility	Place of Assignment
					Education	Training	Experience		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390208-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FRST LEVEL ELIGIBILITY)	SENIOR HIGH SCHOOL
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390202-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FRST LEVEL ELIGIBILITY)	SENIOR HIGH SCHOOL
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390208-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	CAREER SERVICE (SUB PROFESSIONAL/FRST LEVEL ELIGIBILITY)	SENIOR 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 January 29, 2021.

- Letter of Intent
- 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;
- Performance rating for the last 3 years signed by the immediate head;
- Updated Service Record;
- Last approved appointment;
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records;
- Certificate of Relevant Trainings/Seminars attended; and
- Other document relevant to the position applied for.

Interested qualified applicants may see the office of the HRMO or please contact 0929-138-3325 for more details.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DANILO E. DESPI
Schole Division Superintendent
DistEd., SDO Calatagan, San Roque, Virac, Calatagan
personnel@doe.doe.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, sex, religion, race, color, marital status, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."