

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:

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plan/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390029-2014	6	16,877.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390066-2004	6	16,877.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
3	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390032-2014	6	16,877.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	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 August 5, 2022:

- 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;
- For more details, please contact 09291383325

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

QUALIFIED APPLICANTS are advised to hand in or send through courier or through the link their application to:

SUSAN S. COLLANO
Schools Division Superintendent
DepEd - SDO Cayanjan, San Roque, Virac, Catanduanes
personnelsection.ctd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.