

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

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

To: CIVIL SERVICE COMMISSION (CSC)

20

**RECEIVED**  
DOC. NO: \_\_\_\_\_  
DATE: **JUN 13 2022**

**CHRISTIAN CAROL ANTONIO**  
Acting Senior Human Resource Specialist  
MARICHELLE B. LLAVE  
Administrative Officer IV

Date: June 13, 2022

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	Competency (if applicable)	
1	REGISTRAR I	OSEC-DECSB-R1-390210-2016	11	25,439.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL SECOND LEVEL ELIGIBILITY)		SENIOR HIGH SCHOOL
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-390004-2018	9	20,402.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL/ FIRST ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390015-2014	8	18,998.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL/ FIRST ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
4	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390068-2004	6	16,877.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL/ FIRST ELIGIBILITY)		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
5	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390030-2014	6	16,877.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL/ FIRST ELIGIBILITY)		CURRICULUM IMPLEMENTATION DIVISION

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 23, 2022

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](http://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. 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:

**MA. LUISA T. DELA ROSA**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent  
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes  
[personnelsection.ctd@deped.gov.ph](mailto:personnelsection.ctd@deped.gov.ph)

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."

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.