

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. LLAVE
Administrative Officer IV

Date: 22-Feb-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	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT III (Senior Bokkeeper)	ADAS3-390001-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III (Senior Bokkeeper)	ADAS3-390002-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	ADAS3-390003-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	ADAS3-390004-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	ADAS3-390005-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
6	ADMINISTRATIVE ASSISTANT III	ADAS3-390006-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
7	ADMINISTRATIVE ASSISTANT III	ADAS3-390007-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE
8	ADMINISTRATIVE ASSISTANT III	ADAS3-390008-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility		SCHOOLS DIVISION OFFICE

9	ADMINISTRATIVE ASSISTANT III	ADAS3-390009-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SCHOOLS DIVISION OFFICE
10	ADMINISTRATIVE ASSISTANT III	ADAS3-390010-2018	9	17473	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SCHOOLS DIVISION OFFICE
11	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390011-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	BAGAMANOC RURAL DEVELOPMENT HIGH SCHOOL
12	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390012-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	BARAS RURAL DEVELOPMENT HIGH SCHOOL
13	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390013-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	BATO RURAL DEVELOPMENT HIGH SCHOOL
14	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390014-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	CARAMORAN SCHOOL OF FISHERIES
15	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390015-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	CARAMORAN RURAL DEVELOPMENT HIGH SCHOOL
16	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390016-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	CATANDUANES NATIONAL HIGH SCHOOL
17	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390017-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	CALATAGAN HIGH SCHOOL
18	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390018-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	GIGMOTO RURAL DEVELOPMENT HIGH SCHOOL
19	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	ADAS2-390019-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SAN JOSE NATIONAL HIGH SCHOOL
20	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390020-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SUPANG DATAG NATIONAL HIGH SCHOOL
21	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390021-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	PANDAN SCHOOL OF ARTS & TRADES

22	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390022-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SAN ANDRES VOCATIONAL SCHOOL
23	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390023-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	SAN MIGUEL RURAL DEVELOPMENT HIGH SCHOOL
24	ADMINISTRATIVE ASSISTANT II (Bookkeeper)	ADAS2-390024-2018	8	16282	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); First Level Eligibility	VIGA RURAL DEVELOPMENT HIGH SCHOOL
25	TEACHER I	TCH1-419557-1998	11	20179	BACHELOR OF ELEMENTARY EDUCATION; OR BACHELORS DEGREE WITH 18 PROFESSIONAL UNITS IN EDUCATION	NONE REQUIRED	NONE REQUIRED	RA1080 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)

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 March 11, 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
 DepED-SDO Catanduanes, San Roque, Virac, Catanduanes
catanduanes@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.