C3 Form No. 1 April 2011

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vectors Passions

To: CIVIL SERVICE COMMISSION (CSC)

We havely request the publication of the following vector products, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CAC website.

MARCHELLE DALVE

October 15, 2004

	Position Title (Parameters of Title, If applicable)	Plantilla Neils No.	Salaryi Jobi Pay Grade	Marriy Enlary	0					
Mo					Education	Training	Esperance	D-pinetry	Competency (Maspicable)	Place of Analysis
•	ADMINISTRATIVE COPPEZAN	OSEC-DECSB-ADTF 4- NOTED-2004	15	38,413.00	BAC-ELIPTS DEGREE RELEVANT TO THE JOB	4 HOUSE OF RELEVANT TRANSC	1 YEAR OF RELEVANT EUTETENCE	CASETA SELACE CASETA SELACE CASETA SELACE		BATO RURAL (EVEL DISCUSS HIGH SCHOOL)
2	ADMINISTRATIVE OFFICER IV	DSEC-DECSB-ADOSA-390014-2014	15	38,413.00	BAO-ELDR'S DEGREE RELEVANT TO THE JOB	4 HOUPS OF RELEVANT TRANSIG	1 YEAR OF RELEVANT EXPERSENCE	CASEL SEAME FEET AND SECOND LEVEL ELECTRY		OFFICE OF THE SO-COLS DIVISION SUPERINTENDENT
,	ADAMBSTRATIVE OFFEER®	OSEC-DECER-ADDF2-380278-7021	11	28.512.00	BAO-ELLPTS DEGREE RELEVANT TO THE JOB	HOVE PEQUIPED	NOVE REQUIRED	CNETH REMARKS		DVBLON OF CATALOUMES (ELEMENTARY)
•	ADMINISTRATIVE OFFICER II	DEEC-GE-GE-ADGF7-3902773-2021	11	28.512.00	BACHELLER'S DEGREE RELEVANT TO THE JOB	HOPE REQUIRED	NONE REQUIRED	CAREER SERVICE FETELSOMY SECOND LEVEL ELIZABLITY		CLEMENTARY)
•	ADMINISTRATIVE OFFICER II	OSEC-OECES-400F2-380219-2016	11	28.512.00	BAD-ELDR'S DEGREE RELEVANT TO THE JOB	HOVE REQUIRED	NONE REQUIRED	CAREEL SERVICE CAREEL SERVICE		SEHOR HIGH BOHOOL
•	ACHOGSTRATIVE OFFICER I	05EC-DEC58-400F1-3004	10	24,301.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE RECLIFED	NONE REQUIRED	CAREER SERVICE PROFESSIONALY SECOND LEVEL ELECTRUTY		PANDANISCOCED. OF ARTIS AND TRADES
т	ACMOSTRATIVE ASSISTANT B	OSEC-DEC1:8-ADA\$3-360010-2018	•	22,219.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH 50-1001, GRADUATE WITH RELEVANT VOCATIONAL/TRACE COURSE	4 HOURS OF RELEVANT TRAVEO	1 YEAR OF RELEVANT EXPERTENCE	CARTER MERVEE (SLE PROFESSORY FRST LEVEL ELEMENTY		DATE OF THE SOUTH
•	ADMINISTRATIVE ASSETANT 8	OSEC-DECES-ADAG2-380218-2018	•	20,534 00	COMPLETION OF TWO YEAR STUDIES IN COLLEGE OR HIGH 80-1001, GRADUATE WITH RELEVANT VOCATIONAL/TRACE COURSE	4 HOURS OF RELEVANT TRANSPERS	I YEAR OF RELEVANT	CAPELER BERNOZ (BLB. PROTESSONAL) FIRST LEVEL ELICIBLITY		SEHOR HIGH 60-000.
•	ADMINISTRATIVE ASSISTANTS	OSEC-DECS-MOAS2-380224-2016	•	20,534 00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH BOHOOL GRADUATE WITH RELEVANT VIOCATIONAL/TRACE COURSE	4 HOURS OF RELEVANT TRANSPO	I YEAR OF RELEVANT	CAPELR BLAVEZ (BUB- PROTE SECOND FRET LEVEL ELEMENTY		SEMOR HEX SO-COL
10	SWITCHT SOMOS II THAT BLESA	OSEC-DECSB-40452-3802231-2018	•	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRACE COURSE	4 HOURS OF RELEVANT TRANSPOR	LYEAR OF RELEVANT	CAPELA MERVICE (SUB- PROFESSIONALLY FRET LEVEL ELIGIBLITY		SEMANTHER ROOTS
11	ADMINISTRATIVE ASSISTANT II	OSEC-DEGSB-ADA62-300210-2016	å	20.534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH BO-FOOL GRADUATE WITH RELEVANT VOCATIONAL/TRACE BOURSE	4 HOURS OF RELEVANT TRANSCO	1 YEAR OF RELEVANT	CAREER SERVEZ (BLB FREST LEVEL FREST LEVEL ELECTLITY		SENSON HENEDOOD.
12	ADMINISTRATIVE ASSETANTE	OSEC-DECSS-40AS2-390199-2016	•	20.534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR MIGH BO-DOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRANSCO	LYEAR OF RELEVANT	CAREER BERYCE (BLB. PROFESSIONALY FROST LEVEL (LORALITY		SEJECT HONEGO
13	ADMINISTRATIVE ADE	DEEC-DECES ADAS SOTTS 1-7014	•	16,250 00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH 80-1001, GRADUATE WITH RELEVANT VOCATIONAL/TRACE COURSE	4 HOLRS OF FELEVANT TRAVERO	I YEAR OF RELEVANT	CASES STAYES (SUB- TRUE SECOND FROM LEVEL ELGON TO		OFFICE OF THE BO-COLS DIVISION SUFERINTENCENT

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14	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390069-2004	6	18,255.00	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 LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
15	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390067-2004	6	18,255.00	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 LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DWISION SUPERINTENDENT
16	ADMINISTRATIVE AIDE	OSEC-DECSB-ADA6-390074-2004	6	18,255 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 LEVEL ELIGIBILITY	SAN ANDRES VOCATIONAL SCHOOL
17	ADMINISTRATIVE AIDE	OSEC-DECSB-ADA4-390174-2004		16,209.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB- PROFESSIONAL) FIRST LEVEL ELIGIBILITY	CALATAGAN HIGH SCHOOL
18	ADMINISTRATIVE AIDE	OSEC-DECSB-ADA3-390083-2004	3	15,265.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB- PROFESSIONAL) FIRST LEVEL ELIGIBILITY	BARAS RURAL DEVELOPMENT 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 October 21, 2024.

- 1. Letter of Intent addressed to the Head of Office
- 2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), you may download the form at bit.lv/F212_PDS & bit.ly/WES_PDS
- 3. Photocopy of valid and updated PRC License/ID, if applicable;
- 4. Photocopy of Certificate of Eligibility/Rating, if applicable;
- 5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- 6. Photocopy of Certificate/s of Training, if applicable;
- 7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- 8. Photocopy of latest appointment, if applicable;
- 9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current or previous job or position relevant to the position to be filled;
- 10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
- 11. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
- 12. For more details, please contact (052)8114063 or email us thru personnelsection.ctd@deped.gov.ph

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

MARICHELLE B. LLAVE

Administrative Officer IV

DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnelsection.ctd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 cirumstances which run counter to the principles of merit, fitness for the job and equal opportunity."