

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:



August 4, 2020
Administrative Officer IV

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOP2-390219-2016	11	22,316.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY		PANDAN SCHOOL OF ARTS AND TRADES
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-390200-2016	8	17,505.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY		BATO 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 August 14, 2020.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

DANIL O. DESPI
Schools Division Superintendent
DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnelsection.td@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 circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."

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					Education	Training	Experience		
1	TEACHER II	OSEC-DECSB-TOCH2-399495-1998	12	24,495.00	BACHELOR OF ELEMENTARY EDUCATION OR BACHELORS DEGREE PLUS 18 PROFESSIONAL EDUCATION UNITS	NONE REQUIRED	1 YEAR RELEVANT EXPERIENCE	RA1080 (TEACHER)	DIVISION OF CATANDUANES (ELEMENTARY)



MARQUELLE BILLAVE
Administrative Officer IV
August 4, 2020

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