

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:

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Date: 12-Dec-23

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 Aide VI (Clerk III)	OSEC- DECSB- ADA6- 540120-2004	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Administrative Division- Personnel Section

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 **December 29, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph), if applicable;
2. Photocopy of valid and updated PRC License/ID, if applicable;
3. Photocopy of Certificate of Eligibility/Rating, if applicable;
4. 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;
5. Photocopy of Certificate/s of Training, if applicable;
6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
7. Photocopy of latest appointment, if applicable;

8. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
9. 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), using Annex C of DepEd Order 007, s. 2023 which can be downloaded at the DepEd Website: [www.deped.gov.ph](http://www.deped.gov.ph), notarized by authorized official;
10. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 8 is not relevant to the position to be filled, if applicable.

**11. NOTE: This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).**

*For more details, please visit DepEd RO VIII website @ <https://region8.deped.gov.ph>*

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

**EVELYN R. FETALVERO, CESO IV**

Regional Director

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

[region8@deped.gov.ph](mailto:region8@deped.gov.ph) cc

[personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph)