

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:


JULIUS CESAR L. DE LA CERNA

HRMO

Date:

August 22, 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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540123-2017	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540145-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540146-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540147-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540148-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540149-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540150-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540151-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540152-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540153-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION

11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540154-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
12	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540155-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
13	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540156-2018	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
14	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540254-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
15	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540255-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
16	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540256-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
17	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540270-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
18	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540271-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION SUPERINTENT-BAYBAY CITY DIVISION
19	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540125-2017	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		POMPONAN NATIONAL HIGH SCHOOL
20	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540004-2014	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		PLARIDEL NATIONAL HIGH SCHOOL
21	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540119-2017	9	20402	Completion of two years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY DIVISION
22	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540120-2017	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY DIVISION
23	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540121-2017	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY DIVISION
24	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540122-2017	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY CITY DIVISION

25	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540005-2014	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		MAKINHAS NATIONAL HIGH SCHOOL - CIABU ANNEX
26	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540124-2017	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		BUNGA NATIONAL HIGH SCHOOL
27	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540078-2004	9	20402	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional)/First Level Eligibility		BAYBAY NATIONAL 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 September 9, 2022.

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.
5. DepEd Baybay encourages interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

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

JULIUS CESAR L. DE LA CERNA

 Administrative Officer IV/HRMO

 Diversion Road, Brgy. Gaas Baybay City, Leyte

baybaycitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.