

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: September 14, 2021

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 Officer II	ADOF2-540029-2021	11	23877	Bachelor's Degree relevant to the job	None required.	None required.	Career Service (Professional)/ Second Level Eligibility		Baybay City Division
2	Administrative Officer II	ADOF2-540030-2021	11	23877	Bachelor's Degree relevant to the job	None required.	None required.	Career Service (Professional)/ Second Level Eligibility		Baybay City Division
3	Administrative Officer II	ADOF2-540031-2021	11	23877	Bachelor's Degree relevant to the job	None required.	None required.	Career Service (Professional)/ Second Level Eligibility		Baybay City Division
4	Administrative Officer II	ADOF2-540032-2021	11	23877	Bachelor's Degree relevant to the job	None required.	None required.	Career Service (Professional)/ Second Level Eligibility		Kabungaan Integrated School
5	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540154-2018	9	19593	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- processional)/First Level Eligibility		Office of the Schools Division Superintendent - Baybay City Division
6	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540153-2018	9	19593	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- processional)/First Level Eligibility		Office of the Schools Division Superintendent - Baybay City Division
7	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540145-2018	9	19593	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- processional)/First Level Eligibility		Office of the Schools Division Superintendent - Baybay City Division

8	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540147-2018	9	19593	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Office of the Schools Division Superintendent - Baybay City Division
9	Administrative Assistant II (Disbursing Officer II)	ADAS2-540007-2016	8	18251	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Baybay City Senior High School
10	Administrative Assistant II (Disbursing Officer II)	ADAS2-540121-2017	8	18251	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Baybay City Division
11	Administrative Assistant II (Disbursing Officer II)	ADAS2-540006-2016	8	18251	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Baybay City Division - Senior High School
12	Administrative Assistant II (Disbursing Officer II)	ADAS2-540125-2017	8	18251	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Office of the Schools Division Superintendent - Baybay City Division
13	Administrative Assistant II (Disbursing Officer II)	ADAS2-540009-2016	8	18251	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-processional)/First Level Eligibility		Baybay City Division - Senior High School

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. 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 24, 2021.

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.

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.

