


Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:


PEDRO T. ESCOBARTE JR., PH.D., CESO V
(Head of Agency)

Date: August 1, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER 1 (CASHIER 1)	OSEC-DECSB-ADOF1-540067-2004	10	224,616.00	Bachelors Degree Relevant to Job (Preferrably Accounting or Commerce Graduate)	None Required	None Required	CS Subprofessional/ First Level Eligibility		Kawayan National High School
2	ADMINISTRATIVE ASSISTANT 2	OSEC-DECSB-ADAS2-540061-2004	8	195,384.00	Administrative Assistant II	4hours relevant training	1yr relevant training	CS Subprofessional/ First Level Eligibility		
3	ADMINISTRATIVE ASSISTANT 2	OSEC-DECSB-ADAS2-540086-2014	8	195,384.00						
4	ADMINISTRATIVE ASSISTANT 2	OSEC-DECSB-ADAS2-540013-2017	8	195,384.00						
5	ADMINISTRATIVE ASSISTANT 2	OSEC-DECSB-ADAS2-540062-2004	8	195,384.00						

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 13, 2018.

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; (if applicable)
4. Photocopy of Transcript of Records. (if any)

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

PEDRO T. ESCOBARTE JR., Ph.D., CESO V

Schools Division Superintendent

DepEd Biliran, Larrzabal, Naval, Biliran


biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	DISBURSING OFFICER II	OSEC-DECSB-DO2-540002-2011	8	195,384.00	Completion of 2 years in College including of Supplemented with 12 Units in Accounting	4hours relevant training	1yr relevant training	CS Subprofessional/ First Level Eligibility		Kawayan National High School
2	DISBURSING OFFICER II	OSEC-DECSB-DO2-540001-2009	8	195,384.00						Naval National High School
3	DISBURSING OFFICER II	OSEC-DECSB-DO2-540004-2011	8	195,384.00						Biliran National Agricultural High School

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1	WATCHMAN I	OSEC-DECSB-WCHM1-540075-1998	2	134,400.00	ELEMENTARY SCHOOL GRADUATE	NO REQUIRED	NONE REQUIRED	NONE REQUIRED, MC 11 S. 96 CAT.3		CAIBIRAN NATIONAL H.S. (MANLABANG NHS)
2	WATCHMAN I	OSEC-DECSB-WCHM1-540076-1998	2	134,400.00	ELEMENTARY SCHOOL GRADUATE	NO REQUIRED	NONE REQUIRED	NONE REQUIRED, MC 11 S. 96 CAT.3		CAIBIRAN NATIONAL H.S. (MANLABANG NHS)

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(preferably local applicants)

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