


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 8, 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 Assistant II | OSEC-DECSB-ADAS2-540061-2004 | 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 | | Division Office/ SHS |
| 2 | Administrative Assistant II | OSEC-DECSB-ADAS2-540086-2014 | 8 | 195,384.00 | | | | | | |
| 3 | Administrative Assistant II | OSEC-DECSB-ADAS2-540013-2017 | 8 | 195,384.00 | | | | | | |
| 4 | Administrative Assistant II | OSEC-DECSB-ADAS2-540062-2004 | 8 | 195,384.00 | | | | | | |
| 5 | Teacher I | OSEC-DECSB-TCH1-541388-2016 | 11 | 242,148.00 | Bachelors Degree Majoring in relevant strand subject or any Bachelors with atleast 15units of specialization in relevant strand/subject or 6 MA Degree Units (for Academic Track and CoreSubjects) | None Required | None Required | Applicants for Permanent Appointment must be LET/RA1080 if not passer of LET Applicants must be able to pass the LET exam within 5years | | SHS |

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_____.

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, Larrabal, Naval, Biliran

biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.