

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:

CONIE ANN A. CHUA
HRMO

Date: FEBRUARY 15, 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	Teacher II	OSEC- DECSB- TCH2- 540048-2015	12	27,608.00	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	None required	1 year of relevant experience	RA 1080		Sta Fe - Maypangdan NHS
2	Administrative Assistant III (Computer Operator II)	OSEC- DECSB- ADAS3- 540073-2014	9	20,402.00	Completion of two-year studies or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional) First Level Eligibility		Elementary Education

3	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540256-2017 ✓	9	20,402.00	Completion of two-year studies or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	Elementary Education
4	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540014-2018 ✓	9	20,402.00	Completion of two-year studies or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	Office of the Schools Division
5	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540393-2016 ✓	8	18,998.00	Completion of two-year studies or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	Senior High School

The DepEd Borongan City Division encourages all 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 February 25, 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 for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)

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

CONIE ANN A. CHUA

Administrative Officer IV(HRMO II)

San Fernando St. Brgy. G., Borongan City

depedborongacity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.