

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:


JANET B. BULA
OIC-HRMO

Date: FEBRUARY 22, 2024

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 AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540022-2014	6	17,553.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION
2	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540026-2014	6	17,553.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION

3	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540396-2016	8	19,744.00	Completion of two (2) years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility		SENIOR HIGH SCHOOL
4	ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR II)	OSEC-DECSB-ADAS1-540027-2014	7	18,620.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		OFFICE OF THE SCHOOLS DIVISION
5	TEACHER III	OSEC-DECSB-TCH3-540463-2013	13	31,320.00	Bachelor of Secondary Education (BSEd) or bachelor's degree plus 18 professional units in Education with appropriate major	None Required	2 years of relevant experience	RA 1080 (Teacher)		ESNCHS
6	WATCHMAN I	OSEC-DECSB-WCHM1-540124-1998	2	13,819.00	Elementary School Graduate	None Required	None Required	None Required		ESNCHS

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 March 3, 2024.

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)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

JANET B. BULA

Administrative Officer II (HRMO I)

San Fernando St. Brgy. G., Borongan City

depedborongancity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.