

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Borongan City Division in the CSC website:

DR. GORGONIO G. DIAZ JR., CESO VI
Schools Division Superintendent

Date: August 1, 2018

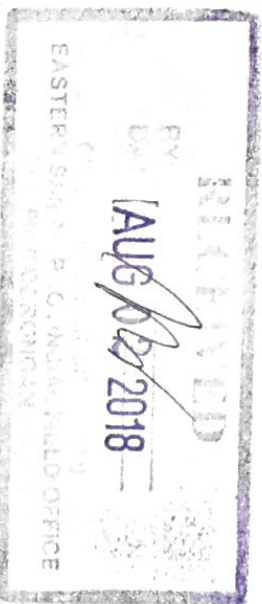
No.	Position Title	Plantilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DECSB-ADAS2-540077-2014;	8	16,282.00	Completion of 2 years studies in college	4 hours of relevant experience	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Office of the Schools Division - Borongan City Division
2	School Principal IV	OSEC-DECSB-SP4-540026-2011	22	58,717.00	Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units + 6 units in Management	40 hours of relevant training	3 years as Principal 3	PBET/LET/E		Lalawigan National High School
3	Librarian II	OSEC-DECSB-LIB2-540005-2014	15	29,010.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080		Curriculum Implementation Division - Borongan City Division

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 11, 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; and
4. Photocopy of Transcript of Records.

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

DR. GORGONIO G. DIAZ JR., CESO VI
Schools Division Superintendent
San Fernando St Brgy. G, Borongan City
borongancitydivision@yahoo.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.