

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:

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

Date: August 16, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment |
|-----|----------------------------|------------------------------|------------------------------|-------------------|--|---------------|---------------|---|---|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Administrative Assistant I | OSEC-DECSB-ADAS1-540027-2014 | 7 | 15,254.00 | Must be able to read and write/Elementary School Graduate, High School Graduate or Completion of relevant vocational/ Completion of Two years in College | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility | Office of the Schools 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 26, 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.

