

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:


CONIE ANNA CHUA
HRMO II

Date: October 3, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER I	OSEC-DECSB-ADOF1-540112-2004	11	20,179.00	Bachelors Degree	None Required	None Required	Civil Service Professional (Second Level Eligibility)		ESNCHS
2	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-540193-2004; 540194-2004	3	11,914.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility.		ESNCHS
3	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-540389-2004	1	10,510.00	Able to read and write	None Required	None Required	Eligibility 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 October 15, 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:

RAUL D. AGBAN Ed. D.
OIC - Schools Division Superintendent
San Fernando St. Brgy. G., Borongan City
borongancitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.