

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:


ARIES C. COMEQUE
HRMO

Date: August 4, 2023

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	Project Development Officer II	OSEC-DECSB-PDO2-540012-2014	15	36619	Bachelor's degree relevant to the job	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Professional) Second Level Eligibility		Division of Catbalogan City
2	Administrative Assistant II (Accounting Clerk III)	OSEC-DECSB-ADAS2-540081-2014	8	19744	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		Division of Catbalogan City
3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540040-2014	6	17553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540037-2014	6	17553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
5	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540038-2014	6	17553	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Division of Catbalogan City
6	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540155-2004	3	14678	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Samar National School
7	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540156-2004	3	14678	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Samar National School

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 14, 2023

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 last rating period** (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

ARIES C. COMEQUE

HRMO II

DepEd, Division of Catbalogan City

depedcatbalogancitydivision15@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.