

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:


ETHEL S. ACUÑA
HRMO

Date: February 14, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignmen t
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB- SRBK- 540019- 2011	9	20402	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
2	Teacher I (SHS; TVL)	OSEC- DECSB- TCH1- 541322- 2016	11	25439	Bachelor's degree holder; or graduate of technical- vocational course(s) in the area of specialization	At least National Certificate II appropriate to the specialization	None required	Applicants for permanent appointment: RA 1080 (Teacher), if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring. Applicants for a contractual position: None Required. Practitioners (part- time only): None required		Southern Leyte 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 February 24, 2022

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 3 rating period** (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 their application to:

GENIS S. MURALLOS ED.D, CESO V

Schools Division Superintendent

Mantahan, Maasin City, Southern Leyte 6600

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.