

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:


ALVIN F. TANTUAN
Administrative Officer V

Date: December 29, 2021

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	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DECSB- ADA1-540292- 2004	1	12034	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		TINABILAN NHS - PALOMPON ANNEX
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DECSB- ADA1-540180- 2004	1	12034	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		BATO SOF
3	ADMINISTRATIVE AIDE III (DORMITORY ATTENDANT)	OSEC-DECSB- ADA3-540129- 2004	3	13572	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)		DR. GERONIMO B. ZALDIVAR MEMORIAL SOF
4	ADMINISTRATIVE AIDE III (DRIVER I)	OSEC-DECSB- ADA3-540132- 2004	3	13572	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 96 - CAT. IV)		HILONGOS NVS
5	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DECSB- ADA3-540136- 2004	3	13572	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		LEYTE AGRO- INDUSTRIAL SCHOOL
6	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DECSB- ADA3-540137- 2004	3	13572	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		MATALOM NHS

7	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DECSB-ADA3-540142-2004	3	13572	Must be able to read and write	None required	None required	None Required (MC 11, s. 96 - Cat. III)		TANAUAN NHS
8	ADMINISTRATIVE AIDE IV LIAISON AIDE)	OSEC-DECSB-ADA4-540121-2004	4	14400	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)		BATO SOF
9	ADMINISTRATIVE AIDE IV LIAISON AIDE)	OSEC-DECSB-ADA4-540124-2004	4	14400	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)		LEYTE AGRO-INDUSTRIAL SCHOOL
10	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540042-2016	8	18251	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat. III)		DIVISION OF LEYTE
11	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540119-2016	8	18251	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required (MC 11, s. 96 - Cat. III)		DIVISION OF LEYTE

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 January 8, 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 rating period** (if applicable);
3. Original or properly authenticated copy of certificate of eligibility/rating/license; and
4. Original or properly authenticated copy of Transcript of Records.

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

MANUEL P. ALBAÑO, PhD., CESO V
Schools Division Superintendent
Candahug, Palo, Leyte
recruitment.leyte@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

