

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: March 3, 2022

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 ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540042-2016	8	18998	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I)		DIVISION OF LEYTE
2	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540119-2016	8	18998	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat I)		DIVISION OF LEYTE
3	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540043-2016	8	18998	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 March 13, 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.