Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: November 4, 2022

No.	Position Title	(Parenthetical Plantilla Item	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
	Title, if				Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SENIOR BOOKKEEPER	OSEC-DECSB- SRBK-540038- 2011	9	20402	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		BATO NHS
2	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	OSEC-DECSB- ADOF4-540297- 2014	15	35097	Bachelor's degree	4 hours of relevant training.	1 year of relevant experience.	Career Service (Professional) Second Level Eligibility		OSDS, DIVISION OF LEYTE
3	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	OSEC-DECSB- ADOF4-540298- 2014	15	35097	Bachelor's degree	4 hours of relevant training.	1 year of relevant experience.	Career Service (Professional) Second Level Eligibility		OSDS, 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 November 14, 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.
- 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:

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.