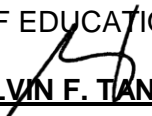


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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 14, 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	TEACHER III	OSEC-DECSB- TCH3-540502- 2010	13	28276	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major.	None required	2 years relevant experience	PBET/LET		LEYTE AGRO- INDUSTRIAL SCHOOL
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB- ADAS3-540061- 2018	9	19593	Completion of 2 years studies in college	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		OSDS, DIVISION OF LEYTE
3	ADMINISTRATIVE ASSISTANT II (CHAUFFEUR IV)	OSEC-DECSB- ADAS2-540131- 2016	8	18251	Elementary School Graduate	4 hours relevant training	1 year of relevant experience	Driver Licesne (MC 11, s. 96 - Cat. IV)		DIVISION OF LEYTE

4	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540038-2016	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
5	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540112-2016	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
6	ADMINISTRATIVE ASSISTANT II (Labor General Foreman)	OSEC-DECSB-ADAS2-540125-2016	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 December 23, 2021.

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.

