

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:

Karen Jane B. Espina
KAREN JANE B. ESPINA

HRMO

Date: May 17, 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 III (SENIOR BOOKKEEPER)	OSEC-DECSB- ADAS3-540211 2017	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) , First Level Eligibility	N/A	MAASIN CITY DIVISION
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB- ADAS3-540212 2017	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) , First Level Eligibility	N/A	MAASIN CITY DIVISION

3	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540083 2018	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
4	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540082 2018	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
5	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540075 2018	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
6	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540269 2014	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
7	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540081 2018	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION

8	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540218 2017	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
9	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540210 2017	9	20,402.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
10	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540326-2016	8	18,998.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY 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 May 27, 2022.

All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and other applicable documents for ranking; and
5. Omnibus Certification of Authenticity.

KAREN JANE B. ESPINA

Administrative Officer IV

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.