

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:



Accepted Records Unit
RECEIVED

Date: 12-27-21

RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent

Date: 12/27/2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
				Education	Training	Experience	None required			
1	ADMINISTRATIVE OFFICER I (CASHIER I)	OSEC-DECSB-ADOFI-5-40080-2004	10	Bachelor's Degree	None required	None required	None required	Civil Service (Professional) 2nd Level Eligibility	None required	Mondragon Agro-Industrial High School
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-5-40069-2004	9	Completed (2) year study in college	4 Hour of relevant training	1 year relevant experience	None required	Civil Service (Subprofessional) 1st Level Eligibility	None required	Mondragon Agro-Industrial High School

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity and members of Indigenous Communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply. 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 06, 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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

RAUL D. AGBAN, EdD
OIC-Schools Division Superintendent
DepEd Northern Samar Division
northernsmar@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.