

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:

CARMENCITA L. MARTIRES
HRMO

Date: 03/05/2024

| 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 I | OSEC-DECSB-ADAS1-540045-2014 | 7 | 18,620 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | None required | None required | Relevant MC 11, s. 1996 Career Service (Sub-professional)/ First Level Eligibility | N/A | DEPED, DIVISION OF NORTHERN SAMAR-ELEMENTARY |
| 2 | ADMINISTRATIVE AIDE VI | OSEC-DECSB-ADA6-540058-2004 | 6 | 17,553 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Relevant MC 11, s. 1996 Career Service (Sub-professional)/ First Level Eligibility | N/A | DEPED, DIVISION OF NORTHERN SAMAR-ELEMENTARY |

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 15, 2024.

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.
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).

For Person with Disability(PWD) applicants should you need any assistance, please notify the HR office prior to your sccheduled date of exam and interview.

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

GAUDENCIO C. ALJIBE, JR. PhD, CESO VI

OIC-Schools Division Superintendent

Catarman N. Samar

northemsamar@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.