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Electronic copy to be submitted to the CSC FO
DepEd Division Office - Samar

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

RECEIVED
By: _____
Date: 3-22-22
No. _____

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:

RAUL D. AGBAN, EdD.
Schools Division Superintendent

Date: 3/25/2022

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 AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540085-2004	SG-06	16,877.00	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-Prof.), Appropriate level for First Level Eligibility	-	DepEd- Catarman National High School
2	ADMINISTRATIVE AIDE IV (Accounting Clerk I)	OSEC-DECSB-ADA4-540105-2004	SG-04	14,993.00	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-Prof.), Appropriate level for First Level Eligibility	-	DepEd- Catarman National High School

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 April 4, 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:

ALBERTO M. LIM
Secondary School Principal II
Brgy. Dalakit, Catarman N. Samar
catarman.nhs@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.