

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:

RAUL D. AGBAN, EdD.
OIC-Schools Division Superintendent
Date: March 19, 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 II | OSEC-DECSB - ADAS2 - 540056 - 2018 | SG-8 | 18,998 | Completed 2 years in College | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub professional) First Level Eligibility | | LORENZO S. MENZON AGRO- INDUSTRIAL SCHOOL, LAPINIG N. SAMAR |

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the 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 **March 19, 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

Cataraman N. Samar

nsamardivision@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.