

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:


MAHALIA M. LAURON
HRMO

Date:

05.Feb.24

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	Project Development Officer I	OSEC-DECSB-PDO1-540015-2016	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		SDO
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540015-2017	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	ELEMENTARY
3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540043-2014	6	17553	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) Level Eligibility	First	SDO
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540104-2018	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SDO
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540100-2018	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SDO
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540017-2017	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	ELEMENTARY
7	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540019-2017	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	ELEMENTARY
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-SRBK-540005-2009	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SECONDARY
9	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540060-2004	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SECONDARY
10	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540045-2014	6	17553	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) Level Eligibility	First	SDO
11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540108-2018	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SDO
12	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-SRBK-540006-2009	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First	SECONDARY

13	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540083-2014	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SDO
14	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540135-2016	8	19744	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SECONDARY
15	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540059-2004	9	21211	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility	First		SECONDARY

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 February 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. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any
11. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE).
PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

MAHALIA M. LAURON

Administrative Officer IV-Personnel

Brgy. Punta, Ormoc City

hr_ormoc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.