




Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte

**MEMORANDUM**NM-2018-27

**TO: SCHOOLS DIVISION SUPERINTENDENTS
 REGIONAL OFFICE PERSONNEL
 ALL CONCERNED**

**FROM: 
 RAMIR B. UYTICO, Ed.D., CESO IV
 OIC-Regional Director**

**SUBJECT: ANNOUNCEMENT OF ONE (1) VACANT POSITION IN THIS OFFICE
 AND INVITATION TO APPLY**

DATE: October 16, 2018

This is to announce the following vacant non-teaching position in this Office:

<i>No of Vacancy</i>	<i>Position Title</i>	<i>Salary Grade</i>	<i>Assignment</i>
One (1)	Administrative Assistant I	7	Office of the Regional Director

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. may submit their Letter of Intent supported with the following documents **not later than October 31, 2018**.

1. CSC Form 212 (Personal Data Sheet – 7 copies);
2. Updated Service Record (7 copies);
3. Approved Performance Ratings for the last three (3) consecutive rating periods (1 copy of each rating period);
4. Transcript of Records (1 copy);
5. Authenticated copy of PRC/CSC eligibility rating (3 copies);
6. Previously approved appointment (1 copy);



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7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. earned from the date of last promotion to present or within five (5) years whichever is later (1 copy of each certificate);
 8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. earned from the date of last promotion or within 5 years whichever is later (1 copy of each certificate);
 9. Authorship of books, articles, research, innovations, etc. (1 copy which bears the name of the author/s);
 10. Designation Orders; and other documents that have bearing in the evaluation.

Attached is a copy of the request for publication in the Civil Service Commission Website with the Qualification Standards of the said position for reference.

Failure to submit the Letter of Intent and the supporting documents before the deadline set would mean a waiver of the right to be included in the evaluation/ranking for the said position.



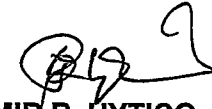
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Republic of the Philippines
DEPARTMENT OF EDUCATION, REGIONAL OFFICE NO. VIII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of DepED REGIONAL OFFICE NO. VIII in the CSC website:



RAMIR B. UYTICO, Ed.D., CESO IV
OIC-Regional Director

Date: October 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	OSEC-DECSB-ADAS1-540040-2014	7	183,048	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Behavioral Competence	Office of the Regional Director-Public Affairs Unit
									(1) Effectiveness (Self-awareness and personal clarity; Proactive; Continuous self-improvement; Time management; Stress management; Management of personal resources);	
									(2) Interpersonal Effectiveness (Understanding Others; Interpersonal Sensitivity; Working with teams; Organizational Understanding)	
									(3) Communication (Listening and Oral Communication/Speaking)	
									(4) Thinking/Conceptual Skills (Learning to Learn; Analytical thinking; Problem Solving; Objectivity; Intellectual Versatility)	
									(5) Attitude/ Traits (Attitude: Attention to detail, Accuracy, Care and Concern, Cleanliness and Orderliness, Confidentiality, Courtesy, Integrity, Service Orientation, Work Standards); Aptitude - Analytical, Deference to Authority, Energy, Honesty, Initiative, Organized, Numeracy)	

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 31, 2018**.

1. CSC Form 212 (Personal Data Sheet – 7 copies);
2. Updated Service Record (7 copies);
3. Approved Performance Ratings for the last three (3) consecutive rating periods (1 copy of each rating period);
4. Transcript of Records (1 copy);
5. Authenticated copy of PRC/CSC eligibility rating (3 copies);
6. Previously approved appointment (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. earned from the date of last promotion to present or within five (5) years whichever is later (1 copy of each certificate);
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9. Authorship of books, articles, research, innovations, etc. (1 copy which bears the name of the author/s);
10. Designation Orders; and other documents that have bearing in the evaluation.

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

Dr. RAMIR B. UYTICO, CESO IV
OIC-Regional Director
Government Center, Candahug, Palo, Leyte
region8@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.