


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:


LEAH L. ERAYA
HRMO

Date: September 14, 2021

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 IV)	OSEC-DECSB-ADA6-540032-2014	6	16,200.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar
2	Administrative Aide VI (Clerk IV)	OSEC-DECSB-ADA6-540108-2004	6	16,200.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility		Division of Samar

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 _____.

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:

LEAH L. ERAYA

Administrative Officer IV (HRMO)

Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines

hrmodepedsamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

