

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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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:

**KANI H. CERVANTES, CESO VI**  
Schools Division Superintendent  
Date: 02/08/2023



No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	ADMINISTRATIVE AIDE III	OSEC-DECSEB-ADA3-540089-2004	3	14,678	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Relevant MC 11 s. 1998 Career Service (Sub-professional)/First Level Eligibility	N/A	SAN JOSE TECHNICAL HIGH SCHOOL
2	ADMINISTRATIVE AIDE I	OSEC-DECSEB-ADA1-540125-2004	1	13,000	Must be able to read and write	None required	None required	None required	None required	N/A	SAN JOSE TECHNICAL 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 February 18, 2023.

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](http://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. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Person with Disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

For Person with Disability (PWD) applicants should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

**MYRA L. BATO**  
Principal III  
San Jose, Northern Samar  
[sjhs.sjis@gmail.com](mailto:sjhs.sjis@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.