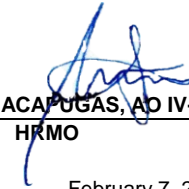


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:


MARDONIO B. MACAPUGAS, AO IV-HRMO
HRMO
Date: February 7, 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	SENIOR BOOKKEPPER	OSEC-DECSB-SRBK-540022-2007	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		MNHS
2	SENIOR BOOKKEPPER	OSEC-DECSB-ADAS3-540019-2007	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		TNAS
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540139-2018	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		OSDS
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540143-2018	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		OSDS
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540144-2018	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		OSDS
6	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540029-2017	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		ELEM
7	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540030-2017	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		ELEM

8	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540253-2014	09	20402	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		ELEM
9	ADMINISTRATIVE ASSISTANT	OSEC-DECSB-ADAS2-540084-2018	08	18998	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		OSDS
10	ADMINISTRATIVE ASSISTANT	OSEC-DECSB-ADAS2-540085-2018	08	18998	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		CRMNHS
11	ADMINISTRATIVE ASSISTANT	OSEC-DECSB-ADAS2-540089-2018	08	18998	Completion of two years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service(Subprofessional) First Level Eligibility		SJNHS
12	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540050-2014	06	16877	Completion of two years studies in college	None Required	Basic knowlegde in computer operation such as MS Office etc.	Career Service(Subprofessional) First Level Eligibility		OSDS
13	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540051-2014	06	16877	Completion of two years studies in college	None Required	Basic knowlegde in computer operation such as MS Office etc.	Career Service(Subprofessional) First Level Eligibility		OSDS
14	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-540048-2014	06	16877	Completion of two years studies in college	None Required	Basic knowlegde in computer operation such as MS Office etc.	Career Service(Subprofessional) First Level Eligibility		OSDS
15	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-540085-2004	03	14125	Completion of two years studies in college	None Required	Basic knowlegde in computer operation such as MS Office etc.	Career Service(Subprofessional) First Level Eligibility		LNHS

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 17, 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:

MARDONIO B. MACAPUGAS

AO IV - HRMO

San Fernando Comp. Real St. Tacloban City

hrmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.