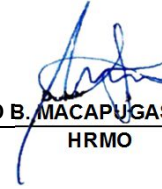


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

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: June 24, 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	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540253-2014	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	OSDS-Accounting
2	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540144-2018	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	OSDS-Accounting
3	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540030-2017	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	ELEM
4	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540029-2017	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	ELEM
5	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540139-2018	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	OSDS-Payroll
6	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540065-2004	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub- professional)/First Level Eligibility	N/A	San Jose NHS

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 July 4, 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](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).**

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

**MARIZA S. MAGAN, EdD., CESO V**

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Schools Division Superintendent

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San Fernando Comp. Real St. Tacloban City

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[hrmosdotac@deped.gov.ph](mailto:hrmosdotac@deped.gov.ph)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**