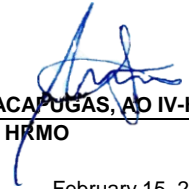


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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 15, 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 OFFICER II	OSEC-DECSB-ADOF2-540033-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540034-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540035-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540036-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540037-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540038-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540039-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility		ELEM.

8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540040-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	ELEM.
9	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540041-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	ELEM.
10	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-540042-2021;	11	25439	Bachelor's Degree	None Required	None Required	CS (Prof.) 2nd level eligibility	ELEM.

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 26, 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

hmosdotac@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.