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Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF NORTHERN SAMAR
Catagan, Northern Samar
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 SAN JOSE TECHNICAL HIGH SCHOOL in the CSC website:

GORGONIO, DIZ, JR., Ph.D., CESO V
School Division Superintendent

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-540089-2004	3	12,468.00	Completion of 2 years studies in college or completed at least 60 collegiate units	None required	None required	Civil Service (Subprofessional) 1st Level Eligibility	-	SAN JOSE TECHNICAL HIGH SCHOOL
2	SECURITY GUARD I	OSEC-DECSB-SECG1-540200-1998	3	12,468.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	-	SAN JOSE TECHNICAL HIGH SCHOOL
3	SECURITY GUARD I	OSEC-DECSB-SECG1-540201-1998	3	12,468.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	-	SAN JOSE TECHNICAL HIGH SCHOOL
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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:

DAVID A. BIDO
Secondary School Principal IV
San Jose Technical High School,
San Jose, Northern Samar
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.