

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:


ETHEL S. ACUÑA
HRMO

Date: December 15, 2021

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 (Administrative Officer I)	OSEC-DECSB- ADOF2-540056- 2016	11	23877	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Division of Southern Leyte
2	Administrative Assistant III (Computer Operator II)	OSEC-DECSB- ADAS3-540123- 2018	9	19593	Completion of two years in college or high school graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Division of Southern Leyte
3	Administrative Aide I (Utility Worker I)	OSEC-DECSB- ADA1-540155- 2004	1	12034	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)		Division of Southern Leyte

4	Administrative Assistant III (Clerk I)	OSEC-DECSB-ADA3-540123-2004	3	13572	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	Pintuyan NHS
5	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540088-2004	6	16200	Completion of two years in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility	Division of Southern Leyte

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 December 27, 2021.

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 3 rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and trainings

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

GENIS S. MURALLOS ED.D., CESO V

Schools Division Superintendent

Mantahan, Maasin City, Southern Leyte 6600

southernleyte.division@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.