

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: March 23, 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- ADOF2-540052- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
2	Administrative Officer II	OSEC-DECSB- ADOF2-540053- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
3	Administrative Officer II	OSEC-DECSB- ADOF2-540054- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
4	Administrative Officer II	OSEC-DECSB- ADOF2-540055- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
5	Administrative Officer II	OSEC-DECSB- ADOF2-540056- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
6	Administrative Officer II	OSEC-DECSB- ADOF2-540057- 2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
7	Administrative Officer II	OSEC-DECSB- ADOF2-540146- 2020	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division

8	Administrative Officer II	OSEC-DECSB-ADOF2-540056-2016	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Senior High School, Southern Leyte Division
9	Administrative Officer II	OSEC-DECSB-ADOF2-540059-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Catmon Integrated School, Southern Leyte Division
10	Administrative Officer II	OSEC-DECSB-ADOF2-540060-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Saub Integrated School, Southern Leyte Division
11	Administrative Officer II	OSEC-DECSB-ADOF2-540061-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Kahupian National High School, Southern Leyte Division
12	Administrative Officer II	OSEC-DECSB-ADOF2-540058-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Beniton Integrated School, Southern Leyte Division
13	Administrative Officer II	OSEC-DECSB-ADOF2-540062-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional), Second Level Eligibility		Hitawos Integrated School, Southern Leyte Division

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 April 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;
2. Performance rating **in the last 3 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 their application to:

GENIS S. MURALLOS Ed. D., CESO V

Schools Division Superintendent

Mantahan, Maasin City, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.