

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:

October 20, 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 | Senior Education Program Specialist | OSEC-DECSB-SREPS-540045-2014 | 19 | 49835 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional), Second Level Eligibility | | Southern Leyte Division |
| 2 | Administrative Officer IV (Administrative Officer II) | OSEC-DECSB-ADOF4-540304-2014 | 15 | 35097 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional), Second Level Eligibility | | Southern Leyte Division |
| 3 | Administrative Officer II (Administrative Officer I) | OSEC-DECSB-ADOF2-540052-2016 | 11 | 25439 | Bachelor's degree | None required | None required | Career Service (Professional), Second Level Eligibility | | Southern Leyte Division |
| 4 | Registrar I | OSEC-DECSB-R1-540053-2016 | 11 | 25439 | Bachelor's degree | None required | None required | Career Service (Professional), Second Level Eligibility | | Southern Leyte Division |
| 5 | Administrative Assistant III (Computer Operator II) | OSEC-DECSB-ADAS3-540189-2017 | 9 | 20402 | Completion of two years in college or high school graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility | | Southern Leyte Division |

| | | | | | | | | | | |
|---|---|------------------------------|---|-------|--|------------------------------|-------------------------------|---|--|-------------------------|
| 6 | Administrative Assistant II (Property Custodian) | OSEC-DECSB-ADAS2-540200-2016 | 8 | 18998 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) | | Southern Leyte Division |
| 7 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540195-2017 | 8 | 18998 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | Southern Leyte Division |
| 8 | Security Guard I | OSEC-DECSB-SECG1-540124-1998 | 3 | 14125 | High School Graduate | None required | None required | Security Guard License (MC 11, s. - Cat II) | | 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 November 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, Certificate of Employment, Certificate of Trainings (if applicable)
5. EEOP Statement. 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:

GENIS S. MURALLOS ED.D.,CESO V

Schools Division Superintendent

DEPED Mantahan, Maasin City

southernleyte.division@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.