

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:


DULCE S. CADAVOS
AO II / OIC-PERSONNEL

Date: 04/24/2024

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	Registrar I	OSEC-DECSB-R1-540054-2016	11	27,000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Southern Leyte Division
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540144-2020	11	27,000	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility	CSC Resolution No. 1600353	Southern Leyte Division
3	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540124-2018	9	21,211	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
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540241-2014	9	21,211	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
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540241-2014	9	21,211	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
6	Administrative Assistant II (Property Custodian)	OSEC-DECSB-ADAS2-540203-2016	8	19,744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540212-2016	8	19,744	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	CSC Resolution No. 1600353	Southern Leyte Division

8	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3- 540118-2004	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		Southern Leyte Division
9	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3- 540125-2004	3	14,678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		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 May 4, 2024.

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; Certificate of Trainings
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:

JOSILYN S. SOLANA ED.D.,CESO V

Schools Division Superintendent

DEPED Mantahan, Maasin City

southernleyte.division@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.