

Republic of the Philippines  
Department of Education  
SCHOOLS DIVISION OFFICE OF BILIRAN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:

  
LERMAFLOR G. NAPOLES  
HRMO

Date: February 04,2019

NO	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/JOB/PAY GRADE	MONTHLY SALARY	Qualification Standards					PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	COMPETENCY (if applicable)	
1	TEACHER III	OSEC-DECSB-TCH3-540632-2014	13	25,232.00	Bachelor of Secondary Education (BSED) or Bachelor's degree with 18 professional units in Education Major Field of Specialization	None Required	2 years relevant experience	LET/ RA 1080		JHS
2	NURSE II	OSEC-DECSB-NURS2-540221-2010	15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year relevant experience	RA1080		
3	DISBURSING OFFICER II	OSEC-DECSB-DO2-540002-2009	8	16,758.00	Completion of two years studies in college or supplemented with 12 units in accounting	4 hours relevant training	1 yr relevant eperience	CSC subprofessional/1st		
4	Administrative Aide III	OSEC-DECSB-ADA3-540071-2004	3	12,466.00	Completion of two years studies in college or high school graduate with relevant vocational/ trade course	None Required	None Required	CSC subprofessional/1st Level Eligibility/MC11		
5	Administrative Aide I	OSEC-DECSB-ADA1-540103-2004	1	11,068.00	At Least High School Graduate	None Required	None Required	None Required		
6	Administrative Aide VI	OSEC-DECSB-ADA6-540071-2004	6	14,847.00	Completion of two years studies in college or high school graduate with relevant vocational/ trade course	None Required	None Required	CSC Subprofessional/1st Level Eligibility		OSDS/DEPED BILIRAN
7	Administrative Assistant I	OSEC-DECSB-ADAS1-540043-2014	7	15,738.00	At least two years College Level	None Required	None Required	CSC Subprofessional/1st Level Eligibility		
8	Administrative Assistant II	OSEC-DECSB-ADAS2-540004-2017	8	16,758.00	Completion of two years studies in college or supplemented with 12 units in relevant education	4 hours relevant training	1 yr relevant eperience	CSC Subprofessional/1st Level Eligibility		
9	Administrative Assistant II	OSEC-DECSB-ADAS2-540006-2017	8	16,758.00	Completion of two years studies in college or supplemented with 12 units in relevant education	4 hours relevant training	1 yr relevant eperience	CSC Subprofessional/1st Level Eligibility		ELEM
10	Administrative Assistant III	OSEC-DECSB-ADAS3-540068-2014	9	17,975.00	Completion of two years studies in college or supplemented with 12 units in accounting	4 hours relevant training	1 yr relevant eperience			
11	Administrative Assistant III	OSEC-DECSB-ADAS3-540072-2014	9	17,975.00						
12	Administrative Assistant III	OSEC-DECSB-ADAS3-540011-2017	9	17,975.00	Completion of two years studies in college or supplemented with 12 units in relevant education	4 hours relevant training	1 yr relevant eperience	CSC Subprofessional/1st Level Eligibility		SHS
13	Administrative Assistant II	OSEC-DECSB-ADAS2-540176-2016	8	16,758.00						
14	Administrative Assistant II	OSEC-DECSB-ADAS2-540187-2016	8	16,758.00						
15	Administrative Assistant II	OSEC-DECSB-ADAS2-540193-2016	8	16,758.00						

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 February 04, 2019.

1. Fully accomplished
2. Performance rating in the
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:

LERMAFLOR G. NAPOLES  
Administrative Officer IV, HRMO  
DepEd Biliran, Larrzabal, Naval, Biliran  
[billiran@deped.gov.ph](mailto:billiran@deped.gov.ph)

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.