

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:


ROTHEL R. CALINAO
HRMO

Date: January 31, 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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540314-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540231-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540224-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540112-2018	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540220-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540211-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540273-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540217-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540290-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
10	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540295-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
11	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540274-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

12	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540284-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
13	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540209-2014	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
14	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-540282-2017	9	21,211.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar
15	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540080-2014	8	19,744.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	Division of Samar

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 10, 2024.

1. Letter of Intent addressed to the Office of the Schools Division Superintendent, stating the position applied for;
2. 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;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Updated Service Records/Certificate of Employment/Special Order of Assignment;
7. Certificates of Trainings/Attendance relevant to the position being applied for;
8. Certificate of Awards, Recognition, Appreciation, etc. and;
9. Omnibus Certification of authenticity and veracity of all documents, submitted, duly signed and notarized.
10. 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:

ROTHEL R. CALINAO

 HRMO

 Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines
hrmodepedsamar@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

