

## Republic of the Philippines Department of Education Region VIII (Eastern Visayas)

## Baybay City Division

Baybay City, Leyte





## To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd Baybay City Division in the CSC website:

LANI H. CERVANTES, CESO VI OIC - Schools Division Superintendent

Date: 04-Feb-19

	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant - II	ADAS2-540006-2014		16,282.00	Completion of 2 yrs. studies in College	1 year relevant experience	4 hrs. relevant training	Career Service Sub-Prof. (1st Level Eligibility)		MAKINHAS NHS
2	Administrative Assistant - II	ADAS2-540121-2017								
3	Administrative Assistant - II	ADAS2-540122-2017								ELEMENTARY -
4	Administrative Assistant - II	ADAS2-540123-2017								BAYBAY CITY
5	Administrative Assistant - II	ADAS2-540124-2017	8							DIVISION
6	Administrative Assistant - II	ADAS2-540094-2014								
7	Administrative Assistant - II	ADAS2-540126-2017								BUNGA NHS
8	Administrative Assistant - II	ADAS2-540125-2017								BAYBAY CITY DIVISION
9	Administrative Assistant - II	ADAS2-540127-2017								PLARIDEL NHS
10	Administrative Assistant - II	ADAS2-540128-2017								FLARIDEL NIIS
11	Administrative Assistant - II	ADAS2-540001-2016								
12	Administrative Assistant - II	ADAS2-540002-2016								
13	Administrative Assistant - II	ADAS2-540003-2016								
14	Administrative Assistant - II	ADAS2-540004-2016								BAYBAY CITY DIVISION - SENIOR
15	Administrative Assistant - II	ADAS2-540005-2016								
16	Administrative Assistant - II	ADAS2-540006-2016								HIGH SCHOOL
17	Administrative Assistant - II	ADAS2-540007-2016								
18	Administrative Assistant - II	ADAS2-540008-2016								
19	Administrative Assistant - II	ADAS2-540009-2016								
20	Administrative Assistant - II	ADAS2-540009-2016								
21	Administrative Assistant - II	ADAS2-540094-2014								BAYBAY CITY DIVISION

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22	Administrative Assistant - III	ADAS3-540124-2017	9	17,473.00	Completion of 2 yrs. studies in College	1 year relevant experience	4 hrs. relevant training	Career Service Sub-Prof. (1st Level Eligibility)		BUNGA NHS
23	Administrative Assistant - III	ADAS3-540005-2014								CIABU NHS
24	Administrative Assistant - III	ADAS3-540119-2017								
25	Administrative Assistant - III	ADAS3-540120-2017								ELEMENTARY - BAYBAY CITY
26	Administrative Assistant - III	ADAS3-540121-2017								DIVISION
27	Administrative Assistant - III	ADAS3-540122-2017								
28	Administrative Assistant - III	ADAS3-540123-2017								BAYBAY CITY DIVISION
29	Administrative Assistant - III	ADAS3-540254-2014								
30	Administrative Assistant - III	ADAS3-540255-2014								
31	Administrative Assistant - III	ADAS3-540256-2014								
32	Administrative Assistant - III	ADAS3-540270-2014								
33	Administrative Assistant - III	ADAS3-540271-2014								
34	Administrative Assistant - III	ADAS3-540256-2014								
35	Administrative Assistant - III	ADAS3-540270-2014								
36	Administrative Assistant - III	ADAS3-540271-2014								
37	Administrative Assistant - III	ADAS3-540004-2014								PLARIDEL NHS
38	Administrative Assistant - III	ADAS3-540125-2017								POMPONAN NHS
39	Administrative Assistant - III	ADAS3-540078-2004								BAYBAY NHS

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 13, 2019.

- 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 present position for one (1) year (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/email their application to:

## LANI H. CERVANTES, CESO VI

OIC - Schools Division Superintendent Diversion Road, Gaas, Baybay City, Leyte baybaycitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.