



Republic of the Philippines
Department of Education
Region VIII (Eastern Visayas)
Baybay City Division
Baybay City, Leyte



Request for Publication of Vacant Positions

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:


RAUL D. AGBAN, Ed. D
OIC - Schools Division Superintendent

Date: March 26, 2021

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	Administrative Assistant II (Disbursing Officer II)	ADAS2-540003-2016	8	18,251.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- proessional)/First Level Eligibility		Baybay City Senior High School

DepEd Baybay encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply. 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 April 5, 2021 not later than 5:00PM.

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 for the last three (3) rating periods (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:

RAUL D. AGBAN, Ed.D.
OIC - Schools Division Superintendent
Diversion Road, Brgy. Gaas, Baybay City, Leyte

Email address: baybaycitydivision@yahoo.com
FB Page: Baybay City Division HR Squad

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.