

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:

  
JULIUS CESAR L. DE LA CERNA  
HRMO

Date: June 28, 2022

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 Officer IV (Logistics Management Officer II)	OSEC-DECSB-ADOF4-540002-2022	15	35097	Bachelors degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		Office of the Schools Division Superintendent - Baybay City Division
2	Administrative Officer IV (Information Officer II)	OSEC-DECSB-ADOF4-540003-2022	15	35097	Bachelors degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second Level Eligibility)		Office of the Schools Division Superintendent - Baybay City 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 July 15, 2022.

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](http://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.
5. DepEd Baybay encourages interested and qualified applicants regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation, to apply.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

JULIUS CESAR L. DE LA CERNA  
Administrative Officer IV/HRMO  
Diversion Road, Brgy. Gaas Baybay City, Leyte  
[baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**