



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:

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

Date: 10-9-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Aide VI	ADAE-540077-2014	6	14,340.00	Completion of 2 yrs. studies in College	None required	None required	Career Service Sub-Prof. (1st Level Eligibility)	Baybay City Division
2	Administrative Aide VI	ADAE-540078-2014	6	14,340.00					
3	Administrative Aide VI	ADAE-540079-2014	6	14,340.00					
4	Administrative Aide VI	ADAE-540080-2014	6	14,340.00					
5	Administrative Aide VI	ADAE-540081-2014	6	14,340.00					

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 November 6, 2018.

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.