



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**  
Assistant Schools Division Superintendent  
OIC - Office of the Schools Division Superintendent

Date: 06-Jan-20

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 Officer II	ADOF2-540010-2019	11	20,754.00	Bachelor's Degree relevant to the job	None required.	None required.	Career Service (Professional) / Second Level Eligibility	BAYBAY CITY DIVISION	
2	Medical Officer III	MDOF3-540001-2018	21	57,805.00	Doctor of Medicine	None required.	None required.	RA 1080 (Physician)		
2	Librarian II	LIB2-540017-2014	15	30,531.00	B.S. in Library Science or Information Science or BS in Educ./Arts Major in Library Science	4 hrs. relevant training	1 year relevant experience	RA 1080		
3	Guidance Counselor II	GUIDC2-540001-2016	12	22,938.00	Master's Degree in Guidance and Counseling	None required.	None required.	RA 1080 (Guidance Counselor)		
3	Guidance Counselor II	GUIDC2-540002-2016								
4	Guidance Counselor II	GUIDC2-540003-2016								
4	Guidance Counselor II	GUIDC2-540004-2016								
5	Administrative Assistant II	ADAS2-540094-2014	8	16,758.00	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training.	Career Service (Professional) / Second Level Eligibility		
5	Administrative Assistant II	ADAS2-540124-2017								
6	Administrative Assistant II	ADAS2-540006-2014								
6	Administrative Assistant II	ADAS2-540002-2016								
7	Administrative Assistant II	ADAS2-540122-2017								
7	Administrative Assistant II	ADAS2-540094-2018								
8	Administrative Assistant II	ADAS2-540007-2016								

8	Administrative Assistant II	ADAS2-540008-2016						
9	Administrative Assistant II	ADAS2-540121-2017						
9	Administrative Assistant II	ADAS2-540004-2016						
10	Administrative Assistant II	ADAS2-540006-2016						
10	Administrative Assistant II	ADAS2-540003-2016						
11	Administrative Assistant I	ADAS1-540048-2014	7	15,738.00	Completion of 2 years studies in college.	None required.	None required.	Career Service (Sub-professional) / First-level Eligibility
11	Administrative Aide VI	ADA6-540080-2014	6	14,847.00				
12	Administrative Aide VI	ADA6-540081-2014						

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 January 22, 2020.

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 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:

**RAUL D. AGBAN, Ed.D**  
 OIC - Schools Division Superintendent  
 30 de Diciembre Street, Baybay City, Leyte  
 baybaycitydivision@yahoo.com

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