



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: 13-Mar-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 Assistant II	ADAS2-540006-2014	8	17,505.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional/ First-level Eligibility)		MAKINHAS NHS - CIABU ANNEX

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 March 23, 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](mailto:baybaycitydivision@yahoo.com)

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