



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: \_\_\_\_\_ December 14, 2020

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 III (Senior Bookkeeper)	ADAS3-540119-2017	9	18,784.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- processional)/First Level Eligibility		Elementary Education - Baybay City Division
2	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540120-2017								
3	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540146-2018								
4	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540149-2018								
5	Administrative Assistant III (Senior Bookkeeper)	ADAS3-540152-2018								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 December 24, 2020, 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](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  
Diversion Road, Brgy. Gaas, Baybay City, Leyte

Email address: [baybaycitydivision@yahoo.com](mailto:baybaycitydivision@yahoo.com)  
FB Page: Baybay City Division HR Squad

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



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1	Administrative Assistant II (Disbursing Officer II)	ADAS2-540094-2018	8	17,505.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional)/First Level Eligibility		Baybay National High School
2	Administrative Assistant II (Disbursing Officer II)	ADAS2-540008-2016								Baybay City Senior High School
3	Administrative Assistant II (Disbursing Officer II)	ADAS2-540094-2014								Office of the Schools Division Superintendent - Baybay City Division
4	Administrative Assistant II (Disbursing Officer II)	ADAS2-540124-2017								Elementary Education - Baybay City Division

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