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must be in MS Excel format

**Republic of the Philippines  
Department of Education  
Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of DepEd/Basilio B. Chan Memorial Agricultural and Industrial School, Lavezares,  
Division of Northern Samar

**GORGONIO G. DIAZ, JR. Ph. D. CESO V**  
Schools Division Superintendent  
Date: April 7, 2021

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	OSEC-DECSB-ADAS2-540049-2018	08	18,251	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub professional), First Level Eligibility	Computer Literate with knowledge in Accounting	DepEd-Basilio B. Chan Memorial Agricultural and Industrial School

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 **April 20, 2021**.

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.

**BALTAZAR B. BULOSAN, Ed. D.**  
Secondary School Principal IV  
Brgy. Sabang-Tabok -Bunga, Lavezares, N. Samar

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