

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

MICHELLE D. CAGUIMBAL
Officer In-Charge/Administrative Officer V

Date: 1/23/23

| No. | Position Title (Parenthetical Title, if applicable) | 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 | OSEC-DECSB-ADAS3-540036-2014 | 09 | P20,402 | Completion of two-year Studies in College or High School Graduate with relevant vocational/trade course | 4 hrs relevant training | 1 year relevant experience | Relevant MC 11. s. 1996 Career Service (Sub-Professional)/ First Level Eligibility | N/A | DepEd-Basilio B. Chan Memorial Agricultural and Industrial School |
| 2 | Security Guard I | OSEC-DECSB-SECG1-540193-1998 | 03 | P14,125 | High School Graduate | None Required | None Required | Security Guard license (CSC MC 11, s. 1996, as amended by CSC MC 10, s. 2013-Cat. IV) | N/A | 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

February 2, 2023.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities and those from any Sexual Orientation Gender Identities and Expression (SOGIE) are invited to apply.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LUISITO N. FRAGA
Secondary School Principal IV
Brgy. Sabang-Tabok, Lavezares, N. Samar
luisito.fraga001@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.