


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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:


LERMAFLOR G. NAPOLES
HRMO

Date: January 7, 2020

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 (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540072-2014	9	17,975.00	Completion of two years studies in college or High School graduate with relevant vocational / trade	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		SDO Biliran
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540007-2017	9	17,975.00						SDO Biliran
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540011-2017	9	17,975.00						SDO Biliran
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540068-2014	9	17,975.00						SDO Biliran
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540069-2014	9	17,975.00						SDO Biliran
6	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540007-2018	9	17,975.00	Completion of two years studies in college or High School graduate with relevant vocational / trade	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		SDO Biliran

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 _____.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Service records /Certificate of Employment (if applicable).

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

JUDELLA R. LUMPAS, Ed.D., CESO VI

 OIC Office of the Schools Division Superintendent

 DepEd Biliran, Larrazabal, Naval, Biliran

biliran@deped.gov.ph

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1	ADMINISTRATIVE OFFICER II (HRMO I)	OSEC-DECSB-ADOF2-540006-2019	11	20,754.00	Bachelor's Degree	None Required	None Required	Career Service Professional Eligibility (First Level Eligibility)		OSDS/ Personnel Section
2	PUBLIC SCHOOLS DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-540168-1998 OSEC-DECSB-PSDS-540161-1998	22	65,319.00	Master's Degree in Education or other relevant Master's Degree	Sixteen hours of relevant training;	Five years cumulative experience in instructional supervision and school management;	PBET/LET/RA 1080		CID
3	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	OSEC-DECSB-ADAS1-540043-2014	7	15,738.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional ; First Level Eligibility		OSDS

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LERMAFLOR G. NAPOLES
HRMO

Date: May 23, 2019

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 II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540012-2017	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		SDO Biliran
2	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540176-2016	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		SHS
3	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540178-2016	8	16,758.00						SHS
4	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540182-2016	8	16,758.00						SHS
5	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540187-2016	8	16,758.00						SHS
6	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540193-2016	8	16,758.00						SHS

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LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (DEMO I)	OSEC-DECSB-ADA6-540058-2014 OSEC-DECSB-ADA6-540072-2004 OSEC-DECSB-ADA6-540071-2004	6	14,847.00	Completion of two years studies in college	Non Required	Non Required	Career Service Subprofessional Eligibility (First Level Eligibility)		OSDS
2	Medical Officer III	OSEC-DECSB-MDOF3-540002-2018	21	57,805.00	Doctor of Medicine	Non Required	Non Required	RA 1080		SGOD
4	Administrative Aide III (CLERK I)	OSEC-DECSB-ADA3-540210-2010 OSEC-DECSB-ADA3-540210-2010	15	30,531.00	Completion of Two years studies in college	Non Required	Non Required	Career Service Subprofessional Eligibility (First Level Eligibility)		CNHS

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