

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 8, 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 OFFICER II (HRMO I)	OSEC-DECSB-ADOF2-540006-2019	11	20,754.00	Bachelor's Degree	None Required	None Required	Career Service Professional Eligibility (Second Level Eligibility)		OSDS/ Personnel Section
2	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

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
