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 CSC FO must be in MS Excel format

**Republic of the Philippines**  
**(Name of Agency)**  
**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:

*Pedro T. Escobar Jr.*  
**PEDRO T. ESCOBARTE JR., PH.D., CESO V**  
 (Head of Agency)

Date: January 14, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant 2	OSEC-DECSB-ADAS2-540175-2016	8	195,384.00	Completion of 2 years in College including of Supplemented with 12 Units in Accounting	4hours relevant training	1yr relevant training	CS Subprofessional/ First Level Eligibility		SHS
2	Administrative Assistant 2	OSEC-DECSB-ADAS2-540178-2016	8	195,384.00						SHS
3	Administrative Assistant 2	OSEC-DECSB-ADAS2-540185-2016	8	195,384.00						SHS
4	Administrative Assistant 2	OSEC-DECSB-ADAS2-540186-2016	8	195,384.00						SHS
5	Administrative Assistant 2	OSEC-DECSB-ADAS2-540191-2016	8	195,384.00						SHS

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records.
5. Photocopy of Certificate of Trainings relevant to the position applied.
6. Photocopy of Certificate Employment/ SR relevant to the position applied.

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

PEDRO T. ESCOBARTE JR., Ph.D., CESO V  
Schools Division Superintendent  
DepEd Biliran, Larrzabal, Naval, Biliran  
[biliran@deped.gov.ph](mailto:biliran@deped.gov.ph)

**LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.**