

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OFFICE 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: **March 14, 2019**

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-ADAS2-540186-2016	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SHS
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540185-2016	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SHS
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540191-2016	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SHS
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540178-2016	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SHS
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540175-2016	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SHS
6	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540013-2018	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		SDO BILIRAN/ ADMIN
7	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540062-2004	8	16,758.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		JHS
8	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540013-2017	9	17,975.00	Completion of two years studies in College or High School graduate with relevant vocational/trade course.	4 hours relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility.		JHS

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 **March 14, 2019**

1. Fully accomplished
2. Performance rating in the
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

LERMAFLOR G. NAPOLES
Administrative Officer IV, HRMO
DepEd Biliran, Larrzabal, Naval, Biliran
biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.