

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: **April 30, 2021**

NO	POSITION TITLE	PLANTILLA ITEM NO.	SALARY/J OB/PAY GRADE	MONTHLY SALARY	Qualification Standards					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (If applicable)	
1	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540058-2014	6	16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		OSDS
2	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540072-2004	6	16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		OSDS
3	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540071-2004	6	16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		OSDS
4	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-540077-2004	6	16,200.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
5	Administrative Officer I (Cashier I)	OSEC-DECSB-ADOF1-540066-2004	10	21,205.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		SECONDARY
6	Administrative Aide III (Utility Worker II (A))	OSEC-DECSB-ADA3-540077-2004	3	13,572.00	Must be able to read and write	None required	None required	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
7	Administrative Aide III (Utility Worker II (A))	OSEC-DECSB-ADA3-540074-2004	3	13,572.00	Must be able to read and write	None required	None required	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
8	Administrative Aide III (Utility Worker II (A))	OSEC-DECSB-ADA3-540071-2004	3	13,572.00	Must be able to read and write	None required	None required	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
9	Administrative Aide III (Utility Worker II (A))	OSEC-DECSB-ADA3-540075-2004	3	13,572.00	Must be able to read and write	None required	None required	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
10	NURSE I	OSEC-DECSB-NUR1-540218-2010	15	33,575.00	Bachelor of Science in Nursing	None required	None required	RA 1080		SECONDARY
11	NURSE I	OSEC-DECSB-NUR1-540206-2010	15	33,575.00	Bachelor of Science in Nursing	None required	None required	RA 1080		SGOD
12	NURSE I	OSEC-DECSB-NUR1-540210-2010	15	33,575.00	Bachelor of Science in Nursing	None required	None required	RA 1080		SGOD
13	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-540086-2004	4	14,400.00	Completion of two years studies in College	None required	None required	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		SECONDARY
14	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540005-2017	8	18,251.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course.	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 Career Service (Sub-professional)/ First Level Eligibility		ELEMENTARY
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540102-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY

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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
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:

JUDELLA R. LUMPAS, EdD, CESO VI
Schools Division Superintendent
DepEd Biliran, Larrazabal, Naval, Biliran
biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.

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16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540103-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540104-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
18	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540105-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
19	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540106-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
20	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540107-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
21	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540108-2020	11	23,877.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/ Second Level Eligibility		ELEMENTARY
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 Schools Division Superintendent
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