


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: May 6, 2020

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 II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540014-2018	8	16,758.00	Completion of 2 years Studies in College	4hours relevant training	1yr relevant experience	CS Subprofessional/ First Level Eligibility		CNVS
2	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540016-2018	8	16,758.00						Manlabang NHS
3	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540012-2017	8	16,758.00						OSDS
4	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540004-2017	8	16,758.00						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
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:

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

OIC-Schools Division Superintendent

DepEd Biliran, Larrzabal, Naval, Biliran

biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.