

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: June 26, 2019

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 I (CASHIER I)	OSEC-DECSB-ADOF1-540067-2004	10	19,233.00	Bachelors Degree Relevant to Job (Preferably Accounting or Commerce Graduate)	None Required	None Required	Career Service Professional/ Second Level Eligibility		CNVS
2	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540014-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		CNVS
3	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540015-2018	8	16,758.00						KAWAYAN NHS
4	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540016-2018	8	16,758.00						MNHS
5	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540017-2018	8	16,758.00						MNVS
6	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540011-2017	8	16,758.00						SDO Biliran

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.

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, Larrazabal, Naval, Biliran

biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.

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2	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540015-2018	8	16,758.00						KAWAYAN NHS
3	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540016-2018	8	16,758.00						MNHS
4	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540017-2018	8	16,758.00						MNVS
5	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540011-2017	8	16,758.00						SDO Biliran
6	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540012-2017	8	16,758.00						SDO Biliran
7	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540019-2018	8	16,758.00						NSF
8	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540175-2016	8	16,758.00						SHS
9	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540178-2016	8	16,758.00						SHS
10	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540186-2016	8	16,758.00						SHS

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1	Administrative Aide VI (DEMO I)	OSEC-DECSB-ADA6-540058-2014	6	14,847.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional ; First Level Eligibility		SDO Biliran
2	Administrative Aide VI (DEMO I)	OSEC-DECSB-ADA6-540072-2004	6	14,847.00						SDO Biliran
3	Administrative Aide VI (STOREKEEPER)	OSEC-DECSB-ADA6-540077-2004	6	14,847.00						MNVS
3	Disbursing Officer II	OSEC-DECSB-DO2-540004-2011	8	16,758.00	Completion of two years studies in College	4 hours of relevant training	1yr relevant experience	Career Service Subprofessional ; First Level Eligibility		BNAHS
4	Disbursing Officer II	OSEC-DECSB-DO2-540002-2011	8	16,758.00						Kawayan NHS
5	Administrative Aide III	OSEC-DECSB-ADA3-540072-2004	3	12,466.00	Completion of two years studies in College	None Required	None Required	Career Service Subprofessional ; First Level Eligibility		CNVS
6	Administrative Aide III	OSEC-DECSB-ADA3-540075-2004	3	12,466.00						MNVS

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1	Master Teacher I	OSEC-DECSB-MTCHR1-540005-2001	18	40,637.00	Bachelor of Elementary/Secondary Education or bachelor's degree plus 18 professional unit in Education and 18 units for a Master's degree in Education or its equivalent (MT-I)	None required	3 years of relevant Teaching experience	RA 1080, LET/PBET		Manlabang NHS/Caibiran NHS
2	Medical Officer III	OSEC-DECSB-MDOF3-540002-2018	21	57,805.00	Doctor of Medicine	None Required	None Required	RA 1080, MD		SGOD
3	HEAD TEACHER III	OSEC-DECSB-HTEACH3-540001-2000	16	33,584.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	24 Hours relevant training	HT for 2 years; TIC for 2 yrs or Teacher for 5 years	RA 1080, LET/PBET		Elementary
4	HEAD TEACHER III	OSEC-DECSB-HTEACH3-540552-1998	16	33,584.00						Elementary
5	HEAD TEACHER III	OSEC-DECSB-HTEACH3-540039-2002 OSEC-DECSB-HTEACH3-541007-1998	16	33,584.00						Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major
6	HEAD TEACHER II	OSEC-DECSB-HTEACH2-540174-1998	15	30,531.00	Bachelor of Elementary Education (BEEd) or Bachelor's degree plus 18 professional units in Education	24 Hours relevant training	HT for 1 year; TIC for 1 or Teacher for 4 years	RA 1080, LET/PBET		Elementary
7	HEAD TEACHER II	OSEC-DECSB-HTEACH2-540008-2001	15	30,531.00	Bachelor of Secondary Education (BSEd) or Bachelor's degree plus 18 professional units in Education with appropriate major	24 Hours relevant training	HT for 1 years; or Teacher for 4 years	RA 1080, LET/PBET		Lucsoon NHS

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