


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 1new Teacher item & 1anticipated vacant positions of (DEPARTMENT OF EDUCATION DIVISION OF BILIRAN) in the CSC website:


LERMAFLOR G. NAPOLES
HRMO
Date: Aug 3, 2020

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 AIDE III (CLERK1)	OSEC-DECSB-ADA3-540077-2004	3	13,019.00	Completion of 2 Years studies in college	None Required	None Required	Career Service Subprofessional Eligibility (First Level Eligibility)		Naval School of Fisheries
2	ADMINISTRATIVE ASSISTANT II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540005-2017 OSEC-DECSB-ADAS2-540004-2017 OSEC-DECSB-ADAS2-540013-2017	8	17,505.00	Completion of 2 Years studies in college or High School Graduate with relevant vocational/trade course	4hours relevant training	1yr relevant experience	Career Service Subprofessional Eligibility (First Level Eligibility)		OSDS
3	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	OSEC-DECSB-ADAS3-540012-2018	9	18,763.00	Completion of 2 Years studies in college or High School Graduate with relevant vocational/trade course	4hours relevant training	1yr relevant experience	Career Service Subprofessional Eligibility (First Level Eligibility)		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 (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:

JUDELLA R. LUMPAS, Ed.D., CESO VI
OIC Office of the Schools Division Superintendent
DepEd Biliran, Larrazabal, Naval, Biliran
biliran@deped.gov.ph

LATE SUBMISSION OF APPLICATIONS DOCUMENTS SHALL NOT BE ENTERTAINED.