

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

  
CONIE ANN A. CHUA  
HRMO

Date: JUNE 28, 2022

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	
1	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540004-2022	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/Second Level Eligibility)	Office of the Schools Division
2	Administrative Officer IV (Administrative Officer II)	OSEC-DECSB-ADOF4-540005-2022	15	35,097.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/Second Level Eligibility)	Office of the Schools Division

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 July 8, 2022.

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](http://www.csc.gov.ph);
2. Performance rating for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)

7. Proof of Outstanding accomplishment (if applicable)
8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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

**CONIE ANN A. CHUA**

Administrative Officer IV(HRMO II)

San Fernando St. Brgy. G., Borongan City  
[depedborongacity.hrmo@gmail.com](mailto:depedborongacity.hrmo@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**