

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Borongan City Division) in the CSC website:

Date: January 4, 2019
HRMO II
CONIE ANN A. CHUA

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

| No. | Position Title | Plantilla Item No. | Salary/ Job Pay Grade | Monthly Salary | Qualification Standards | | | | | | |
|-----|---------------------------------|---|-----------------------------|-------------------|---|---------------------------------|----------------------------------|--|----------------------------------|--------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of A | |
| 1 | Administrative Assistant II | OSEC-DECESB- ADAS2-540020- 2018 | 8 | 16,758.00 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub- Professional) First Level Eligibility | | ESNN | |
| 2 | Administrative Assistant II | OSEC-DECESB- ADAS2-540021- 2018 | 8 | 16,758.00 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub- Professional) First Level Eligibility | | Lalawigan N Sch | |
| 3 | Administrative Assistant III | OSEC-DECESB- ADAS3-540013- 2018;540014-2018; 540015-2018; 540016-2018; 540017-2018; 540018-2018; 540019-2018; 540020-2018; 540021-2018; 540022-2018 | 9 | 17,975.00 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub- Professional) First Level Eligibility | | Office of the Sc Borongan C | |

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:

RAUL D. AGBAN, Ed. D.

OIC-Schools Division Superintendent
San Fernando St. Brgy. G, Borongan City

borongancitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.