


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

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

To: CIVIL SERVICE COMMISSION (CSC)

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


GILBERTO A. GAPUD, AO-V
HRM Authorized Personnel
Date: May 12, 2020

No	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Officer II (Human Resource Officer I)	OSEC-DECSB-ADOF2- 540004-2019	11	20,754.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Office of the Schools Division- Borongan City Division

The DepEd-Borongan City Division encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply. 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 May 23, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 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 :

GAUDENCIO C. ALIIBE, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
borongancitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.