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must be in MS Excel format

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:

  
CONIE ANN A. CHUA  
HRMO II

Date: July 10, 2019

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 Aide VI	OSEC-DECSB- ADA6-540026- 2014;540024- 2014;540023-2014	6	14,847.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	No required training	No required experience	Career Service Professional (First Level Eligibility)		Borongan City Division
2	Administrative Assistant III	OSEC-DECSB- ADAS3-540022- 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 Schools Division-Borongan City Division
3	Teacher I	OSEC-DECSB-TCH1- 541347-2016	11	20,754.00	*Academic: Bachelors degree majoring in the relevant strand/subject; or any Bachelors degree with at least 15 units of specialization in relevant strand/subject. *TVL: Bachelors degree; or completion of technical-vocational course(s) in the area of specialization	*Academic None required *TVL At least NC*II *Appropriate to the specialization	*Academic None required *TVL None required	* Regular applicants for a permanent position: RA 1080(Teacher); if not, they must pass the LET within five (5) years of hiring		Division of Borongan City - Senior High School

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](http://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](mailto:borongancitydivision@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.