

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

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:


JENNIFER M. CAMPILLO
HRMO DESIGNATE

Date: 22-Feb-24

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 Assistant I	OSEC-DECSB-ADAS1-540044-2014	7	18,620.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary
2	Administrative Assistant II(DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540087-2014	8	19,744.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540157-2016	8	19,744.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Senior High
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540162-2016	8	19,744.00	Completion of two (2) years studies in college	Four (4) hrs. of relevant training	one (1) year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Senior High
5	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540130-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary
6	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540127-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary
7	Administrative Assistant III	OSEC-DECSB-ADAS3-540056-2004	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation; Oral	Schools Division of Calbayog City - Elementary

8	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540031-2018	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - OSDS
9	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540023-2018	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - OSDS
10	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540132-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Elementary
11	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540129-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Elementary
12	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540133-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Elementary
13	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540033-2018	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - OSDS
14	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540005-2011	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Trinidad National High School
15	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540134-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Elementary
16	Administrative Assistant III	OSEC-DECSB-ADAS3-540138-2017	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - OSDS
17	Administrative Assistant III(SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540077-2014	9	21,211.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/1st level eligibility	Self-management; Professionalism and Ethics; Result Focus; Teamwork; Service Orientation; Innovation: Oral	Schools Division of Calbayog City - Elementary

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 March 3 , 2024.

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 last rating period (if applicable);
3. Omnibus Certification of Authenticity;
4. Photocopy of trainings attended; Certificates of Awards/Recognition received;
5. Certificate of Employment with period and Actual Duties & Function and other applicable documents for ranking;

6. Photocopy of certificate of eligibility/rating/license; and
7. Photocopy of Transcript of Records.

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:

MARGARITO A. CADAYONA, JR. PhD,
CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Attention: JENNIFER M. CAMPILLO

Administrative Officer II/HRMO Designate
Office of the Schools Division of Calbayog City

Brgy. Hamorawon, Calbayog City

depedcalbayogdivision@yahoo.com