

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:

*Maria*  
MARIA ANGELA B. ANTONIO

HRMO

Date: 9-Oct-23

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 Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540190-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540191-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540192-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540193-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540194-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540195-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City

7	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540196-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540197-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540198-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540199-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540200-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540201-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540202-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540203-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
15	Project Development Officer I	OSEC-DECSB-PDO1-540058-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
16	Project Development Officer I	OSEC-DECSB-PDO1-540059-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City
17	Project Development Officer I	OSEC-DECSB-PDO1-540060-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)		Schools Division of Calbayog City



18	Project Development Officer I	OSEC-DECSB-PDO1-540061-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional (Second Level Eligibility)	Schools Division of Calbayog City
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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 October 19, 2023.

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 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:

**MARIA ANGELA B. ANTONIO**

Administrative Officer IV

Office of the Schools Division of Calbayog City

Brgy. Hamorawon, Calbayog City

[depedcalbayogdivision@yahoo.com](mailto:depedcalbayogdivision@yahoo.com)