

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 Angela B. Antonio
MARIA ANGELA B. ANTONIO
HRMO

Date: 24-Nov-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 V	OSEC-DECSB- ADOF5-540063-2004	18	46,725.00	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	Career Service (Professional)/ Second level eligibility	Self-management Interpersonal Effectiveness -Building Trust Communication Skills Thinking/Conceptual Skills Management Planning Organizing Leadership Accountability Integrity/ Ethics Vision/ Strategy Results Focus Judgment Passion/ Optimism Building teams Cares for/ Develops others	Schools Division of Calbayog City - Elementary
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6- 540061-2014	6	17,553.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional)/ First level eligibility	Self-management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Oral Communication, Written Communication, Computer/ICT Skills	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 December 4, 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;
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:

SHERLITA A. PALMA, EdD, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Attention: MARIA ANGELA B. ANTONIO

Administrative Officer IV

Office of the Schools Division of Calbayog City

Brgy. Hamorawon, Calbayog City

depedcalbayogdivision@yahoo.com