

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:



ARIES C. COMEQUE  
HRMO

Date: January 30, 2024

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	Dentist II	OSEC-DECSB-DENT2-540023-2014	17	43030	Doctor of Dental Medicine	Four (4) hours of relevant training	At least 1 year of relevant experience	RA 1080 (Dentist)		Division of Catbalogan City
2	Accountant I	OSEC-DECSB-A1-540018-1998	12	29165	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)		Division of Catbalogan City
3	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540040-2018	9	21211	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City
4	Administrative Assistant II (Administrative Assistant I)	OSEC-DECSB-ADAS2-540312-2016	8	19744	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City
5	Administrative Assistant II (Administrative Assistant I)	OSEC-DECSB-ADAS2-540317-2016	8	19744	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City
6	Administrative Assistant II (Administrative Assistant I)	OSEC-DECSB-ADAS2-540320-2016	8	19744	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540323-2017	8	19744	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City
8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540007-2014	8	19744	Completion of two-year studies in college or High Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/First Level Eligibility		Division of Catbalogan City

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 **February 20, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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:

**ARIES C. COMEQUE**

HRMO II

DepEd, Division of Catbalogan City

[catbalogan.division@deped.gov.ph](mailto:catbalogan.division@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**