

Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of Catbalogan City
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 DepEd, Division of Catbalogan City in the CSC website:


ARIES C. COMEQUE
HRMO II
Date: March 15, 2019

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 II (Administrative Assistant)	OSEC-DECSB-ADAS2-540316-2016, OSEC-DECSB-ADAS2-540313-2016, OSEC-DECSB-ADAS2-540318-2016	SG-8	Php16,282	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility.		Catbalogan City
2	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540025-2018	SG-8	Php16,282	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility.		Samar National School
3	Disbursing Officer II	OSEC-DECSB-DO2-540008-2011	SG-8	Php16,282	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility.		Catbalogan City
4	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540007-2014	SG-8	Php16,282	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility.		Catbalogan City
5	Administrative Assistant I (Accounting Machine Operator II)	OSEC-DECSB-ADAS1-540030-2014	SG-7	Php15,254	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Catbalogan City
6	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540038-2014, OSEC-DECSB-ADA6-540040-2014, OSEC-DECSB-ADA6-540036-2014, OSEC-DECSB-ADA6-540037-2014	SG-6	Php14,340	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		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 March 25, 2019.

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. 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:

ARIES C. COMEQUE
HRMO II
DepEd, Division of Catbalogan City
depedcatbalogancitydivision15@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.