



Republic of the Philippines
Department of Education

REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF CATBALOGAN CITY

Office of the Schools Division Superintendent

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 18, 2021

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 applicable) (if	
1	Administrative Officer IV (Records Officer II)	OSEC-DECSB-ADOF4-540270-2014	SG-15	Php33,575	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Division of Catbalogan City
2	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540319-2017, OSEC-DECSB-ADAS2-540320-2017	SG-08	Php18,251	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		Division of Catbalogan City
3	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540312-2016, OSEC-DECSB-ADAS2-540320-2016	SG-08	Php18,251	Completion of two-years studies in college	four (4) hours of relevant trainings	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		Division of Catbalogan City
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540035-2014,	SG-6	Php16,200	Completion of two years studies in college	None Required	None Required	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 March 28, 2021.

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.