

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: May 20, 2022

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	Nurse II	OSEC-DECSB-NURS2-540086-2021	16	38150	Bachelor of Science in Nursing	4 hours of relevant training	One (1) year of relevant experience	RA 1080. (RN)		Samar National School
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540173-2020	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540254-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540255-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540256-2021	11	25439	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540322-2017	9	20402	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessiona I) First Level Eligibility)		Division of Catbalogan City
7	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540324-2017	8	18998	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessiona I) First Level Eligibility)		Division of Catbalogan City

8	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540320-2017	8	18998	Completion of two years studies in college	four (4) hours of relevant trainings	one (1) year of relevant experience	Career Service (Subprofessiona l) First Level Eligibility)		Division of Catbalogan City
9	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540158-2004	3	14125	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessiona l) First Level Eligibility)		Samar National School

We are an equal opportunity agency and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identify (SOGI), civil status, disability, religion, ethnicity or political affiliations.

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 May 31, 2022.

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

FRMO II

DepEd, Division of Catbalogan City

depedcatbalogancitydivision15@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.