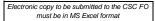
CS Form No. 9 Revised 2018



## 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:

November 20, 2023

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2- 540185-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2- 540186-2023	11	27000	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- 540187-2023	11	27000	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- 540188-2023	11	27000	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- 540189-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
6	Project Development Officer I	OSEC-DECSB-PDO1- 540056-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
7	Project Development Officer I	OSEC-DECSB-PDO1- 540057-2023	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional (Second Level Eligibility)		Division of Catbalogan City
8	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

9	Administrative Aide VI OS (Clerk III) 540	SEC-DECSB-ADA6- 40036-2014	6	17553	Completion ot two (2) years in college	None Required	None Required	Career Service Subprofessional (First Level Eligibility)		Division of Catbalogan City	
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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 November 30, 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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.