



Republic of the Philippines  
**Department of Education**  
REGION VIII – EASTERN VISAYAS  
SCHOOLS DIVISION OF CATBALOGAN CITY

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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: June 4, 2020

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 Aide III (Clerk I)	OSEC-DECSB-ADA3-540157-2004	SG-3	Php13,019	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 June 14, 2020.

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.

**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](mailto:depedcatbalogancitydivision15@gmail.com)

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