

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: July 24, 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	Medical Officer III	OSEC-DECSB-MDOF3-540004-2018	SG-21	Php57,805	Doctor of Medicine	None required	None required	RA 1080		Division of Catbalogan City
2	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540316-2016, OSEC-DECSB-ADAS2-540313-2016, OSEC-DECSB-ADAS2-540318-2016	SG-8	Php16,758	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.		Division of Catbalogan City
3	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540025-2018	SG-8	Php16,758	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
4	Disbursing Officer II	OSEC-DECSB-DO2-540008-2011	SG-8	Php16,758	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 National Comprehensive High School
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540007-2014	SG-8	Php16,758	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.		Division of Catbalogan City

6	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540030-2014	SG-7	Php15,738	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		<i>Division of Catbalogan City</i>
7	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	Php14,847	Completion of two years studies in college	4 hours of relevant training	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility.		<i>Division of Catbalogan City</i>
8	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-540157-2004	SG-3	Php12,466	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility.		Samar National School

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 August 5, 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.