


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

October 18, 2018

| 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 | Compete ncy (if applicab le) | |
| 1 | Administrative Assistant III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540316-2017, OSEC-DECSB-ADAS3-540317-2017, OSEC-DECSB-ADAS3-540318-2017, OSEC-DECSB-ADAS3-540319-2017, OSEC-DECSB-ADAS3-540320-2017, OSEC-DECSB-ADAS3-540321-2017, OSEC-DECSB-ADAS3-540322-2017 | SG-9 | Php17,473 | Completion of two years studies in college | one (1) year of relevant experience | four (4) hours of relevant trainings | Career Service (Subprofessional) First Level Eligibility. | | Catbalogan City |
| 2 | Administrative Assistant II (Disbursing Officer II) | OSEC-DECSB-ADAS2-540319-2017, OSEC-DECSB-ADAS2-540320-2017, OSEC-DECSB-ADAS2-540321-2017, OSEC-DECSB-ADAS2-540322-2017, OSEC-DECSB-ADAS2-540323-2017, OSEC-DECSB-ADAS2-540324-2017, OSEC-DECSB-ADAS2-540325-2017 | SG-8 | Php16,282 | Completion of two years studies in college | one (1) year of relevant experience | four (4) hours of relevant trainings | Career Service (Subprofessional) First Level Eligibility. | | Catbalogan City |
| 3 | Administrative Assistant II (Administrative Assistant) | OSEC-DECSB-ADAS2-540320-2016 | SG-8 | Php16,282 | Completion of two years studies in college | one (1) year of relevant experience | four (4) hours of relevant trainings | Career Service (Subprofessional) First Level Eligibility. | | 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 _____.

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.