

Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF EASTERN SAMAR
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 DepEd, Eastern Samar Division in the CSC website:


JOHN D. ALIDON
HRMO

Date: 12/27/2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Education Program Supervisor	OSEC-DECSB-EPSVR- 540114-2010;	22	65,319.00	Master's degree in Education or other relevant Position master's degree with specific area of specialization	2 years as Elementary Principal or 2 years as Master Teacher or 5 years teaching experience	4 hours of relevant trainings	RA 1080 (Teacher)		SCHOOLS DIVISION OFFICE
2	Public Schools District Supervisor	OSEC-DECSB-PSDS- 540184-1998; 540186-1998;	22	65,319.00	Master's Degree in Education or other relevant Master's degree	5 years cumulative experience as Master Teacher, Head Teacher or Principal	16 hours of relevant training	RA 1080(Teacher) /PBET		SCHOOLS DIVISION OFFICE
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3- 540238-2017; 540105-2014;	9		Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION,

4	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2- 540076-2014; 540069-2014;	8	16,282.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility		TAYTAY IS, HINOLASO NHS,
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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 _____.

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:

H _____ **JOHN D. ALIDON** _____ **O**
H _____ **HRMO-II** _____ **O**
H _____ **Capitol Site, Borongan City** _____ **O**
H _____ **john.alidon@deped.gov.ph** _____ **O**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.