


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: 05/6/2022

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	Chief Education Supervisor	OSEC-DECSB- CES-540023- 2014	24	88,410.00	Master's Degree in Education or other relevant Master's Degree	24 hours of relevant training in management and supervision	4 years relevant experience in management and supervision	RA 1080 (Teacher)		SGOD OFFICE
2	Public Schools District Supervisor	OSEC-DECSB- PSDS-540012- 2004	22	69,963.00	Master's Degree in Education or other relevant Master's Degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)		CID OFFICE
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB- ADOF2-540151- 2020	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		ELEMENTARY EDUCATION

4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540074-2021	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		AGSAM IS
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540070-2021	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		NICASIO M. ALVAREZ MNHS
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540068-2021	11	25,439.00	Bachelor's Degree relevant to the Job	None Required	None Required	Career Service (Professional) Second Level Eligibility		HINOLASO NHS
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540248-2017	9	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		OSDS
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540056-2018	9	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		OSDS
9	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540235-2017	9	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		OSDS
10	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540231-2017	9	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
11	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540029-2018	8	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		GUIUAN NHS
12	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540232-2017	8	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540254-2017	8	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION

14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540256-2017	8	18,998.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	ELEMENTARY EDUCATION
15	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540029-2014	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	OFFICE OF THE SCHOOLS DIVISION
16	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540030-2014	6	16,877.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	OFFICE OF THE SCHOOLS DIVISION

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 May 16, 2022.

1. Letter of Intent (specify position applied)
2. 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;
3. CSC Eligibility/Board Rating
4. Certified copy of Transcript of Records and other school credentials
5. Copies of service records, performance rating for the last 3 rating periods, if any
6. Certificate of relevant experience
7. Certificates of Trainings and Seminars attended
8. Omnibus certification of authenticity and veracity of all documents submitted

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.