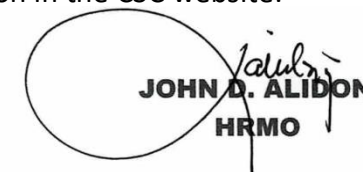


Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF EASTERN SAMAR
Request for Publication of Vacant Positions

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: 08/05/2021

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	Head Teacher I	OSEC-DECSB-HTEACH1-540017-2004	14	30,799.00	Bachelor of Elementary Education (BEEd) or bachelor's degree plus 18 professional units in Education	TIC for 1 year or Teacher for 3 years	16 hours of relevant training	RA 1080		ELEMENTARY EDUCATION
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540226-2017	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SCHOOLS DIVISION OFFICE
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540061-2014	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		QUINAPONDAN NHS
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540101-2014	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION

5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-540233-2017	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
6	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-540092-2014	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
7	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-540089-2014	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
8	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB- ADAS3-540236-2017	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		ELEMENTARY EDUCATION
9	Administrative Assistant III (Computer Operator II)	OSEC-DECSB- ADAS3-540048-2018	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SCHOOLS DIVISION OFFICE
10	Administrative Assistant III (Computer Operator II)	OSEC-DECSB- ADAS3-540047-2018	9	19,552.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SCHOOLS DIVISION OFFICE
11	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540037-2018	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		TAFT NHS
12	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540029-2018	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		GUIUAN NHS
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540066-2014	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		QUINAPONDAN NHS
14	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540065-2014	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SAMAR NPOSA
15	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540067-2014	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional)		MERCEDES NHS

								First Level Eligibility		
16	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540069-2014	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		HINOLASO NHS
17	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB- ADAS2-540116-2004	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		LAWAAN NSCHI
18	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540219-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH SCHOOL
19	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540235-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH SCHOOL
20	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540238-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH SCHOOL
21	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540248-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH SCHOOL
22	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540249-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH SCHOOL
23	Administrative Assistant II (Clerk IV)	OSEC-DECSB- ADAS2-540228-2016	8	18,255.00	Completion of two (2) years studies in college	1 year relevant experience	4 hours relevant	Career Service (Sub-professional) First Level Eligibility		SENIOR HIGH 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 13, 2021.

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.