

Republic of the Philippines
MAASIN CITY DIVISION
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 - MAASIN CITY DIVISION in the CSC website:


KAREN JANE B. ESPINA
HRMO

Date: February 15, 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	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540075-2018	9	17,473.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional); First Level Eligibility		Maasin City Division
		OSEC-DECSB-ADAS3-540076-2018								
		OSEC-DECSB-ADAS3-540077-2018								
		OSEC-DECSB-ADAS3-540078-2018								
		OSEC-DECSB-ADAS3-540079-2018								
		OSEC-DECSB-ADAS3-540080-2018								
		OSEC-DECSB-ADAS3-540081-2018								
		OSEC-DECSB-ADAS3-540082-2018								
		OSEC-DECSB-ADAS3-540083-2018								
		OSEC-DECSB-ADAS3-540084-2018								
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540047-2018	8	16,282.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Maasin City 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 _____.

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:

KAREN JANE B. ESPINA

Administrative Officer IV (Personnel & Records)

Government Center, Brgy. Combado, Maasin City

karenjane_espina@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.