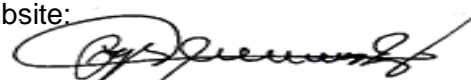


Republic of the Philippines
SCHOOLS DIVISION OF MAASIN CITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **DEPED - SCHOOLS DIVISION OF MAASIN CITY** in the CSC website:


CARMELINO P. BERNADAS, Ph. D., CESO VI
OIC - Schools Division Superintendent

Date: _____

No.	Position Title	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-ADAS3-540268-2014	9	17,473.00	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	RA 1080 (TEACHER)		SDO

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 present position for one (1) year (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:

CARMELINO P. BERNADAS, Ph. D., CESO VI
OIC - Schools Division Superintendent
Combado, Maasin City
cpbernadas@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.