

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
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 DEPARTMENT OF EDUCATION in the CSC website:

*Karen Jane B. Espina*  
KAREN JANE B. ESPINA

HRMO

Date: June 10, 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	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540214-2017	8	18,998.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
2	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540218-2017	8	18,998.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
3	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540220-2017	8	18,998.00	Completion of Two Years Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
4	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540090-2014	8	18,998.00	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION

5	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540213-2017	8	18,998.00	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
6	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540047-2018	8	18,998.00	Completion of two years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	MAASIN CITY DIVISION
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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 June 20, 2022 .

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](http://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.
5. This office encourages all interested and qualified applicants and promotes equal opportunity to all person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous community.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**KAREN JANE B. ESPINA**

Administrative Officer IV

Government Center, Brgy. Combado, Maasin City

[karenjane.espina@deped.gov.ph](mailto:karenjane.espina@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**