

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: July 13, 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 I (Secretary I) | OSEC-DECSB-ADAS1-540046-2014 | 7 | 17,899.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) | N/A | MAASIN CITY DIVISION |
| 2 | ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I) | OSEC-DECSB-ADA6-540068-2014 | 6 | 16,877.00 | Completion of two years in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility | N/A | MAASIN CITY DIVISION |
| 3 | ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I) | OSEC-DECSB-ADA6-540070-2014 | 6 | 16,877.00 | Completion of two years in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), 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 July 23, 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;
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 highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)."

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.