


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: January 8, 2020

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	EDUCATION PROGRAM SUPERVISOR	EPSVR-540014-2010 EPSVR-540015-2010	22	65,319.00	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)		CID
2	ADMINISTRATIV E OFFICER II (HRMO I)	ADOF2-540019-2019	11	20,754.00	Bachelor's Degree	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) / Second Level Eligibility		OSDS/Personnel Section
3	ADMINISTRATIV E ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DECSB-ADAS1-540046- 2014	7	15,738.00	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		Maasin City Division

4	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	OSEC-DECSB-ADA6-540068-2014	6	14,847.00	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		Maasin City Division
5	MEDICAL OFFICER III	OSEC-DECSB-MDOF3-540005-2018	21	57,805.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Maasin City Division
6	GUIDANCE COUNSELOR II	OSEC-DECDB-GUIDC2-540127-2016 OSEC-DECDB-GUIDC2-540128-2016	12	22,938.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)		Maasin City Division
7	TEACHER II	OSEC-DECSB-TCH2-540890-2012	12	22,938.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional units in Education	NONE REQUIRED	1 year relevant experience	PBET, Teacher		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](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.

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

**GENIS S. MURALLOS, Ed. D., CESO V**

Schools Division Superintendent

Government Center, Brgy. Combado, Maasin City

[genis.murallos@deped.gov.ph](mailto:genis.murallos@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.