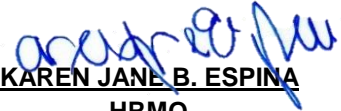


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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 29, 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	TEACHER I	OSEC-DECSB-TCH1-543471-2012 OSEC-DECSB-TCH1-565305-1998	11	20,179.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major, or BSE, or its equivalent	NONE REQUIRED	NONE REQUIRED	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:

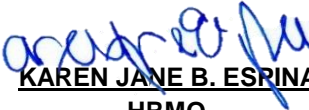
**KAREN JANE B. ESPINA**  
\_\_\_\_\_  
Administrative Officer IV (Personnel & Records)  
Government Center, Brgy. Combado, Maasin City  
[karenjane\\_espina@yahoo.com](mailto:karenjane_espina@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	MASTER TEACHER I	OSEC-DECSB-MTCHR1-541869-1998 OSEC-DECSB-MTCHR1-541885-1998 OSEC-DECSB-MTCHR1-541886-1998	18	38,085.00	Bachelor's degree in elementary education (BEED) or its equivalent	4 hours of relevant training	1 year of relevant experience	PBET/ Teacher/ RA 1080		Maasin City Division
2	SPECIAL EDUCATION TEACHER II	OSEC-DECSB-SPET2-540002-2013	15	29,010.00	Bachelor's degree in elementary education (BEED) or its equivalent	4 hours of relevant training	1 year of relevant experience	PBET/Teacher/ RA 1080		Maasin City Division

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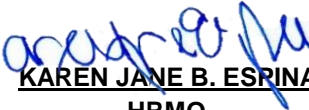
Administrative Officer IV (Personnel & Records)  
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[karenjane\\_espina@yahoo.com](mailto:karenjane_espina@yahoo.com)

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	OSEC-DECSB-ADAS3-540075-2018 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-ADAS3-540001-2014 OSEC-DECSB-ADAS3-540166-2014 OSEC-DECSB-ADAS3-540167-2014	9	17,473.00	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility, Data Encoder (MC11,s 96-Cat I)		

2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540084-2018	9	17,473.00	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
3	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DECSB-ADAS2-540047-2018 OSEC-DECSB-ADAS2-540321-2016	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
4	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540090-2014	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
5	ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	OSEC-DECSB-ADAS2-540322-2016 OSEC-DECSB-ADAS2-540221-2017	8	16,282.00	Completion of two years in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. I), First Level Eligibility		Maasin City Division
6	ADMINISTRATIVE ASSISTANT I (DATA ENTRY MACHINE OPERATOR I)	OSEC-DECSB-ADAS1-540046-2014	7	15,254.00	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
7	ADMINISTRATIVE AIDE VI (DATA ENTRY MACHINE OPERATOR I)	OSEC-DECSB-ADA6-540068-2014 OSEC-DECSB-ADA6-540070-2014	6	14,340.00	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

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