


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: February 28, 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	SENIOR EDUCATION PROGRAM SPECIALIST	SREPS-540037-2014	19	46,791.00	Bachelor's Degree in Education or it's equivalent and completion of academic requirements for Master's Degree relevant to the job	8 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080, Career Service (Professional) appropriate eligibility for Second Level position		SGOD
2	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DECSB-ADAS2-540217- 2017	8	17,505.00	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	TEACHER III	OSEC-DECSB-TCH3-540397-2010	11	22,316.00	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 Professional units in Education	None required	2 years of relevant experience	PBET, Teacher		Maasin City Division

4	ADMINISTRATIVE OFFICER II (HRMO I)	ADOF2-540014-2019	11	22,316.00	Bachelor's Degree relevant to the job	NONE REQUIRED	NONE REQUIRED	Career Service (Professional) / Second Level Eligibility		OSDS/Personnel Section
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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 _____.

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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.