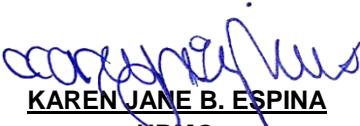


Republic of the Philippines  
MAASIN CITY DIVISION  
Request for Publication of Vacant Positions

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: September 3, 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	ADMINISTRATIVE OFFICER II (Administrative Officer I)	OSEC-DECSB-ADOF2-540147-2020 OSEC-DECSB-ADOF2-540148-2020	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility		Maasin City Division
2	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-540084-2018	9	18,784.00	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

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 September 11, 2020. **All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the hiring process.**

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 trainings attended; Certificates of Awards/Recognition received;
  4. Certificate of Employment with period and Actual Duties and Function;
  5. Photocopy of Transcript of Records and other applicable documents for ranking; and
  6. Omnibus Certification of Authenticity.
- 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

**c/o KAREN JANE B. ESPINA**

Administrative Officer IV

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

Government Center, Brgy. Combado, Maasin City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.