

Republic of the Philippines
DEPARTMENT OF EDUCATION
DIVISION OF NORTHERN SAMAR
Calarman, Northern Samar
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 MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL in the CSC website:

[Signature]
GORGONIO G. DIAZ, JR., PhD., CESO V
School Division Superintendent

Date: _____

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 I	OSEC-DECSB-ADOF1-540080-2004	10	20,219.00	Bachelor's degree relevant of the job	None required	None required	Civil Service (Professional) 2nd Level Eligibility	-	MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540069-2004	9	18,784.00	Completion of two (2) year study in college	None required	None required	Civil Service (Subprofessional) 1st Level Eligibility	-	MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL
3	SECURITY GUARD I	OSEC-DECSB-SECG1-540197-1998	3	13,019.00	High School Graduate	None required	None required	Security Guard License (MC 11, s. - Cat. II)	-	MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL
4	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---	--- XXX ---
5										

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~~ send through courier/email their application to:

[Signature]
NIMFA A. FLORANO, DVM
Secondary School Principal I
MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL
Mondragon, Northern Samar
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.