

Republic of the Philippines  
**MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL**  
Request for Publication of Vacant Positions



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

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:

GORGONIO G. DIAZ, JR. PhD., CESO V  
Schools Division Superintendent

Date: 11-Nov-20

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- 540009-2014	10	20219	Bachelor 's Degree relevant to the job	None Required	None Required	CS Eligibility 2nd Level Professional	None Required	Mondragon-MAIHS
2	Administrative Assistant III	OSEC-DECSB- TCH3-540913- 2015	9	18,784	Completion of two years of study in college	None Required	None Required	CS Eligibility 1st Level Sub-Prof	None Required	Mondragon-MAIHS
3	Security Guard	OSEC-DECSB- SECG1- 540197-1998	8	13,019	High School Graduate	None Required	None Required	Security Guard License(MC 11 s.1996 CAT II)	None Required	Mondragon-MAIHS

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:

GORGONIO G. DIAZ, JR. PhD., CESO V  
Schools Division Superintendent  
Brgy. Acacia, Catarman, Northern Samar  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	Teacher I	OSEC-DECSB- TCH1-540170- 2014	11	22,316	Bachelor of Science in Education or its equivalent	None Required	None Required	RA 1080  PBET/LET	None Required	Mondragon-MAIHS

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