

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

Spec Records Unit
RECEIVED
Electronic copy to be submitted to the CSO must be in MS Excel format
By: _____
Date: 1/16/23
No. _____
JANI H. CERVANTES, CESO VI
Schools Division Superintendent
Date: 16-Jan-23

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

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 AIDE- I	OSEC-DECSB-ADA1-540125-2004	1	12,034.00	At least High School Diploma or GED	None required	None required	None required	-	SAN JOSE TECHNICAL HIGH SCHOOL
2	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---	---XXX---
3										
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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 26-JAN-23.

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JAIME A. CABIL, JR., PhD, EdD, DPA
Secondary School Principal IV
San Jose, N. Samar
siths.shs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.