

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
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 DEPED, DIVISION OF NORTHERN SAMAR, in the CSC website:

**CARMELA R. TAMAYO, Ed.D., CESO VI**

Schools Division Superintendent

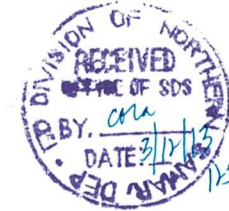
Date: 19-Mar-19

| No. | Position Title<br>(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   | TEACHER III  | OSEC-DECSB-TCH3-540544-2015    | 13                     | 24,224         | BEED/BSED; any Bachelors degree plus atleast 18 professional units in education or its equivalent  | NONE REQUIRED              | 2 years relevant experience                    | RA 1080(Teacher) |                            | VICTORIA NHS          |
| 2   | TEACHER III  | OSEC-DECSB-TCH3-546125-1998    | 13                     | 24,224         | BEED/BSED; any Bachelors degree plus atleast 18 professional units in education or its equivalent  | NONE REQUIRED              | 2 years relevant experience                    | RA 1080(Teacher) |                            | MONGOLBONGOL NHS      |
| 3   | TEACHER II   | OSEC-DECSB-TCH2-540105-2014    | 12                     | 22,149         | BEED/BSED; any Bachelors degree plus atleast 18 professional units in education or its equivalent  | NONE REQUIRED              | 1 years relevant experience                    | RA 1080(Teacher) |                            | CATARMAN III DISTRICT |
| 4   | TEACHER I  | OSEC-DECSB-TCH1-569664-1998    | 11                     | 20,179         | BEED/BSED; any Bachelors degree plus atleast 18 professional units in education or its equivalent  | NONE REQUIRED              | NONE REQUIRED                                  | RA 1080(Teacher) |                            | MONGOLBONGOL NHS      |
| 5   | HEAD TEACHER IV  | OSEC-DECSB-HTEACH4-540025-2007 | 17                     | 34,781         | Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization | 24 hours relevant training | Head Teacher for 3 year<br>Teacher for 5 years | RA 1080(Teacher) |                            | CAPACUJAN HIGH SCHOOL |

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

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DEPARTMENT OF EDUCATION  
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To: CIVIL SERVICE COMMISSION (CSC)

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**CARMELA R. TAMAYO, Ed.D., CESO VI**  
Schools Division Superintendent

Date: 12-Mar-19

| No. | Position Title<br>(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   | TEACHER III  | OSEC-DECSB-TCH3-541099-2013   | 13                     | 24,224         | BEED/BSED; any Bachelors degree plus at least 18 professional units in education or its equivalent   | NONE REQUIRED  | 2 years relevant experience | RA 1080(TEACHER)   |                            | CATARMAN III DISTRICT                |
| 2   | TEACHER I  | OSEC-DECSB-TCH1-540143-2014   | 11                     | 20,179         | BEED/BSED; any Bachelors degree plus at least 18 professional units in education or its equivalent   | NONE REQUIRED  | NONE REQUIRED               | RA 1080(TEACHER)   |                            | HIBUBULLAO NHS                       |
| 3   | TEACHER I  | OSEC-DECSB-TCH1-541184-2017   | 11                     | 20,179         | Bachelors degree holder; or graduate of Technical Vocational course(s) in the area of specialization | NONE REQUIRED(Academic Track)/NC II Appropriate to the specialization(TVL) | NONE REQUIRED               | Regular applicant RA1080(Teacher)if not must pass the Let within 5 years of hiring |                            | Div. of N. Samar(Senior High School) |
| 4   | TEACHER II   | OSEC-DECSB-TCH2-540075-2010   | 12                     | 22,149         | BEED/BSED; any Bachelors degree plus at least 18 professional units in education or its equivalent   | NONE REQUIRED  | 1 year relevant experience  | RA 1080(TEACHER)   |                            | HIBUBULLAO NHS                       |
| 5   | TEACHER II   | OSEC-DECSB-TCH2-540259-2010   | 12                     | 22,149         | BEED/BSED; any Bachelors degree plus at least 18 professional units in education or its equivalent   | NONE REQUIRED  | 1 year relevant experience  | RA 1080(TEACHER)   |                            | VICTORIA (MAWO) NHS                  |
| 6   | MASTER TEACHER I                                       | OSEC-DECSB-MTCHR1-540024-2013 | 18                     | 38,085         | BEED/BSED; any Bachelors degree plus at least 18 professional units in education or its equivalent   | NONE REQUIRED  | 3 YEARS RELEVANT EXPERIENCE | RA 1080(Teacher)   |                            | VICTORIA (MAWO) NHS                  |

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 \_\_\_\_\_.

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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:

CARMELA R. TAMAYO, Ed.D.,CESO VI

Schools Division Superintendent

Catarman N. Samar

[northern.samar001@gmail.com](mailto:northern.samar001@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

pdfelement



|    |                             |                              |   |        |  |   |   |   |  |   |
|----|-----------------------------|------------------------------|---|--------|--|---|---|---|--|---|
| 27 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540062-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SAN ROQUE-PAMBUJAN VOCATIONAL HIGH SCHOOL |
| 28 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540063-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SAN VICENTE SCHOOL OF FISHERIES           |
| 29 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540064-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SILVINO LUBOS VICATIONAL HIGH SCHOOL      |
| 30 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540065-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SUMUROY AGRO-INDUSTRIAL SCHOOL            |
| 31 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540066-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | DON JUAN F. AVALON NATIONAL HIGH SCHOOL   |

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 \_\_\_\_\_.

|    |                             |                              |   |        |  |   |   |   |  |  |
|----|-----------------------------|------------------------------|---|--------|--|---|---|---|--|--|
| 22 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540057-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | MAPANAS AGRO-INDUSTRIAL HIGH SCHOOL            |
| 23 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540058-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | MONDRAGON AGRO-INDUSTRIAL HIGH SCHOOL          |
| 24 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540059-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SAN ANTONIO AGRICULTURAL AND VOCATIONAL SCHOOL |
| 25 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540060-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SAN ISIDRO AGRO-INDUSTRIAL HIGH SCHOOL         |
| 26 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540061-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | SAN JOSE TECHNICAL HIGH SCHOOL                 |



|    |                             |                              |   |        |  |   |   |   |  |   |
|----|-----------------------------|------------------------------|---|--------|--|---|---|---|--|---|
| 17 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540052-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | CATARMAN NATIONAL HIGH SCHOOL                 |
| 18 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540053-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | CATUBIG VALLEY NATIONAL HIGH SCHOOL           |
| 19 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540054-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | ELADIO T. BALITE MEMORIAL SCHOOL OF FISHERIES |
| 20 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540055-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | GALA VOCATIONAL SCHOOL                        |
| 21 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540056-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | LORENZO S. MENZON AGRO-INDUSTRIAL SCHOOL      |



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**CARMELA R. TAMAYO, Ed.D., CESO VI**  
Schools Division Superintendent

Date: 18-Mar-19

| No | Position Title<br>(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 ASSISTANT III                           | OSEC-DECSB-ADAS3-540085-2018 | 9                      | 17,473         | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |                            | Div. of N. Samar-Office of the Schools Division Superintendent |
| 2  | ADMINISTRATIVE ASSISTANT III                           | OSEC-DECSB-ADAS3-540086-2018 | 9                      | 17,473         | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |                            | Div. of N. Samar-Office of the Schools Division Superintendent |

|   |                              |                              |   |        |   |   |   |   |  |  |
|---|------------------------------|------------------------------|---|--------|---|---|---|---|--|--|
| 3 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540087-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 4 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540088-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 5 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540089-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 6 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540090-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |



|    |                              |                              |   |        |  |   |   |   |  |  |
|----|------------------------------|------------------------------|---|--------|--|---|---|---|--|--|
| 7  | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540091-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 8  | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540092-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 9  | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540093-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 10 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540094-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 11 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540095-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration,major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |

|    |                              |                              |   |        |   |   |   |   |  |  |
|----|------------------------------|------------------------------|---|--------|---|---|---|---|--|--|
| 12 | ADMINISTRATIVE ASSISTANT III | OSEC-DECSB-ADAS3-540096-2018 | 9 | 17,473 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | Div. of N. Samar-Office of the Schools Division Superintendent |
| 13 | ADMINISTRATIVE ASSISTANT II  | OSEC-DECSB-ADAS2-540048-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | ALLEN NATIONAL HIGH SCHOOL                                     |
| 14 | ADMINISTRATIVE ASSISTANT II  | OSEC-DECSB-ADAS2-540049-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | BASILIO B. CHAN MEMORIAL AGRICULTURAL & INDUSTRIAL SCHOOL      |
| 15 | ADMINISTRATIVE ASSISTANT II  | OSEC-DECSB-ADAS2-540050-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | BOBON SCHOOL FOR PHILIPPINE CRAFTSMEN                          |
| 16 | ADMINISTRATIVE ASSISTANT II  | OSEC-DECSB-ADAS2-540051-2018 | 8 | 16,282 | Completion of two years of study in college/Bachelors degree in Business Administration, major in accounting/Completion of atleast 2 years in studies in Bachelors degree in accountancy or commerce/Completion of 2 years studies in college at least 9 units in accounting subjects | 4 hours relevant training/4 hours relevant training in accounting and 4 hours training on the use of computers & spreadsheet software | 1 year relevant experience/ 1 year relevant experience in accounting activities/tasks | Civil Service (Subprofessional)/1st Level Eligibility |  | CAPUL AGRO-INDUSTRIAL SCHOOL                                   |

4. Photocopy of Transcript of Records.

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

CARMELA R. TAMAYO, Ed.D., CESO VI

Schools Division Superintendent

Catarman N. Samar

[northern.samar001@gmail.com](mailto:northern.samar001@gmail.com)

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