

Republic of the Philippines
Department of Education- Ormoc 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-Ormoc City Division in the CSC website:

MAHALIA M. LAURON
HRMO
Date: March 16, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540067-2018	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		SDO
2	Administrative Assistant II (Administrative Assistant)	OSEC-DECSB-ADAS2-540139-2016	8	18,251	Completion 2 yrs studies in college	4 hrs relevant training	1 yr relevant experience	Career Service (Subprofessional) First Level Eligibility		Senior High
3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-40067-2004	6	16,200	Completion 2 yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		CID
4	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540045-2014	6	16,200	Completion 2 yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDO
5	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540043-2014	6	16,200	Completion 2 yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDO

***** NOTHING FOLLOWS*****

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 March 26, 2021.

1. Personal Data Sheet (CS Form 212, Revised 2017)
2. Copy of PRC Board Ratings and ID or CSC Eligibility (for non-teaching positions)
3. Performance Rating for the last 3 rating periods
4. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any

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

MAHALIA M. LAURON
Administrative Officer IV - Personnel
Brgy. Punta, Ormoc City
hr.ormoc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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6	Principal IV	OSEC-DECSB-SP4-540121-2010	22	68,415	Bachelor's degree in Secondary Education, or Bachelor's degree w/ 18 professional education units + 6 units of management	40 hrs of relevant training	3 yrs as Principal	RA 1080 (Teacher)	Secondary
7	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540001-2015	6	16,200	Completion 2 yrs studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	SDO
8	Head Teacher III	OSEC-DECSB- HTEACH3-540018-2017	16	36,628	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units with appropriate field of specialization	24 hrs relevant training	HT for 2 yrs or Teacher for 5 yrs	RA 1080 (Teacher)	Secondary
9	Teacher II	OSEC-DECSB-TCH2-540105-2009	12	26,052	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None Required	1 yr relevant experience	RA 1080 / TEACHER / PBET	Secondary
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