

Republic of the Philippines
(Name of Agency)
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 (Name of Agency) in the CSC website:

MAHALIA M. LAURON

HRMO

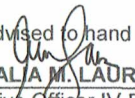
Date: April 2, 2019

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 Assistant II	OSEC-DECSB-ADAS2-540023-2017	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
2	Administrative Assistant II	OSEC-DECSB-ADAS2-540022-2017	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
3	Administrative Assistant II	OSEC-DECSB-ADAS2-540021-2017	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
4	Administrative Assistant II	OSEC-DECSB-ADAS2-540139-2016	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
5	Administrative Assistant II	OSEC-DECSB-ADAS2-540083-2014	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		

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 April 12, 2019.

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
deped.ormoc.hrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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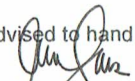
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					Education	Training	Experience	Eligibility	
6	Administrative Assistant II	OSEC-DECSB-ADAS2-540136-2016	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility	
7	Administrative Assistant II	OSEC-DECSB-ADAS2-540142-2016	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility	
8	Administrative Assistant II	OSEC-DECSB-ADAS2-540017-2017	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility	
9	Administrative Assistant II	OSEC-DECSB-ADAS2-540026-2017	8	16,282	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility	
10	Administrative Aide 6	OSEC-DECSB-ADA6-540043-2014	6	14,340	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility	

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					Education	Training	Experience	Eligibility		
11	Administrative Aide 6	OSEC-DECSB-ADA6-540001-2015	6	14,340	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
12	Administrative Aide 6	OSEC-DECSB-ADA6-540067-2004	6	14,340	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hrs of relevant training	1 yr relevant experience	Relevant MC 11 s. 1996 Career Service (Sub professional)/ First Level Eligibility		
*****NOTHING FOLLOWS*****										

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