

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 Department of Education in the CSC website:

MANUEL P. ALBAÑO, Ph. D., CESO V
Schools Division Superintendent
Date: May 30, 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 Aide VI (Clerk III)	OSEC-DECSB-ADA6-540045-2014	6	14,340	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub professional)/ First Level Eligibility		SDO
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540121-2010	6	14,340	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub professional)/ First Level Eligibility		Secondary
3	Education Program Supervisor	OSECDECSB-EPSVR-540121-2010	22	65,319	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hrs relevant training	2 yrs Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher	RA 1080(Teacher)		SDO

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 June 9, 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

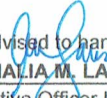
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion

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.