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 <u>DepEd-Ormoc City Division</u> in the CSC website:

Jum Jum						
MAHALIA M. LAURON						
HRMO						

Date:

OCTOBER 18, 2021

	Position Title (Parenthetical Title, if applicable)	ical Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540067-2004	6	16,200	Completion of 2 years in College	None Required	None Required	Career Service (Subprofessional) First Level Eligiblity		SDO
2	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540154-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
3	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540155-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
4	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540156-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
5	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540157-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
6	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540158-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
****	NOTHING FOLLOWS	*****								

The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender idenities (SOGI). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview. Interested and qualified applicants should signify their interest in writing and attach the following documents to the application letter and send to the address below not later than October 28. 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

5. Updated TOR showing highest education qualification

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

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

MAHALIAM, LAURON

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

CS Form No. 9 Revised 2018

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MAHALIA M. LAURON HRMO

CSC FO

in MS Evo

								Date:	OCTOBER 18	, 2021		
			Salary/			Qualification Standards						
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment		
7	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540159-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
8	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540160-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
9	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540161-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
10	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540162-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
11	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540163-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
12	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540164-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
13	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540166-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary		
*****	NOTHING FOLLOWS	S*****										

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

MAHALIA M LAURON

MAN/EIA M. EAGNON
Administrative Officer IV-Personnel
Brgy. Punta, Ormoc City
<u>hr.ormoc@deped.gov.ph</u>

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Au Ca
Mun Jum Mahalia M. Lauron
MAHÁLIA(M. LAURON

HRMO

								Date:	OCTOBER 18	, 2021
	Position Title		Salary/			Qualifi	cation Standards			
No.		Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
14	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540167-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
15	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540168-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
16	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540169-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
17	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540170-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
18	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540171-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
19	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540172-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligiblity		Elementary
****	NOTHING FOLLOWS	S*****								

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

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lum 1 Man MAHALIA M. LAURON

Administrative Officer IV-Personnel	
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MAHALIA M. LAURON

HRMO

OCTOBER 18, 2021 Date: Salary Position Title **Qualification Standards** Job/ Monthly Place of No. (Parenthetical Plantilla Item No. Pay Salary Competency Assignment Title, if applicable) Education Training Experience Eligibility (if applicable) Grade Administrative Career Service Officer II 20 OSEC-DECSB-ADOF2-540173-2021 11 23,877 Bachelor's Degree relevant to the job None Required Professional) Second None Required Elementary (Administrative Level Eligiblity Officer I) Administrative Career Service Officer II 21 OSEC-DECSB-ADOF2-540174-2021 11 23.877 Bachelor's Degree relevant to the job (Professional) Second None Required None Required Elementary (Administrative Level Eligiblity Officer I) Administrative Career Service Officer II 22 OSEC-DECSB-ADOF2-540175-2021 Bachelor's Degree relevant to the job None Required (Professional) Second 11 23.877 None Required Elementary (Administrative Level Eligiblity Officer I) Administrative Career Service Officer II OSEC-DECSB-ADOF2-540176-2021 23 11 23,877 Bachelor's Degree relevant to the job None Required None Required (Professional) Second Elementary (Administrative Level Eligiblity Officer I) Administrative Career Service Officer II OSEC-DECSB-ADOF2-540177-2021 None Required JHS 24 23,877 Bachelor's Degree relevant to the job 11 None Required (Professional) Second (Administrative Level Eligiblity Officer I) Administrative Career Service Officer II 25 JHS OSEC-DECSB-ADOF2-540165-2021 11 23,877 Bachelor's Degree relevant to the job None Required None Required (Professional) Second (Administrative Level Eligiblity Officer I) Career Service Administrative Aide OSEC-DECSB-ADA6-540066-2004 6 26 None Required SDO Completion of 2 years in College 16,200 None Required (Subprofessional) First VI (Clerk III) Level Eligiblity *****NOTHING FOLLOWS*****

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