

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: **OCTOBER 18, 2021**

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-ADA6-540067-2004	6	16,200	Completion of 2 years in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 identities (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:


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Brgy. Punta, Ormoc City
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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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		Elementary

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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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		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 Eligibility		Elementary

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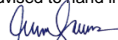
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20	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540173-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Elementary
21	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540174-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Elementary
22	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540175-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Elementary
23	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540176-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Elementary
24	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540177-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		JHS
25	Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-540165-2021	11	23,877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		JHS
26	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540066-2004	6	16,200	Completion of 2 years in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDO
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