

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: January 7, 2019

| No. | Position Title<br>(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 III                           | OSEC-DECSB-ADAS3-540097-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 2   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540098-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 3   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540099-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 4   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540100-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 5   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540101-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 6   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540102-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |
| 7   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540103-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s: 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/10 SDS |

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 **January 17, 2018**.

1. Personal Data Sheet (CS Form 212, Revised 2017)
2. Copy of PRC Board Ratings and ID
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

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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|-----|--|------------------------------|-------------------------|----------------|--|----------------------------|-------------------------------|--|----------------------------|----------------------------|---------------------|
|     |  |                              |                         |                | Education  | Training                   | Experience                    | Eligibility  | Competency (if applicable) |                            |                     |
| 8   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540104-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 9   | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540105-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 10  | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540106-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 11  | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540107-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 12  | Administrative Assistant III                           | OSEC-DECSB-ADAS3-540108-2018 | 9                       | 17,975.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 13  | Administrative Assistant II                            | OSEC-DECSB-ADAS2-540067-2018 | 8                       | 16,758.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 14  | Administrative Assistant II                            | OSEC-DECSB-ADAS2-540068-2018 | 8                       | 16,758.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |
| 15  | Administrative Assistant II                            | OSEC-DECSB-ADAS2-540069-2018 | 8                       | 16,758.00      | ***Completion of two-year studies in college or High School Graduate with relevant vocational/Trade course | 4 hrs of relevant training | 1 year of relevant experience | Relevant MC 11 s, 1996 Career Service (Subprofessional)/ First Level Eligibility |                            | Elementary/Secondary/0 SSS |                     |

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