

Republic of the Philippines
Department of Education
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-Ormoc City Division in the CSC website:

MAHALIA M. LAURON

HRMO

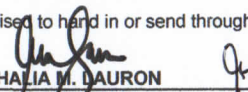
Date: **March 4, 2020**

| 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 III (Sr. Bookkeeper) | OSEC-DECSB-ADAS3-540021-2017 | 9 | 18,784 | Completion of 2 yrs studies in college | 4 hrs of relevant training | 1 yr of relevant experience | Career Service (Subprofessional) First Level Eligibility | | SDO |
| 2 | Administrative Aide VI (Chauffeur II) | OSEC-DECSB-ADA6-540046-2014 | 6 | 15,524 | Elementary school graduate | None Required | None Required | Professional Driver's License (MC 11, s. 1998 - CAT IV) | | SDO |
| *****NOTHING FOLLOWS***** | | | | | | | | | | |

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 **March 14, 2020**.

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