

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:

**MAHALIA M. LAURON**

**HRMO**

Date: **May 15, 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-ADA6-540043-2014	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 professionally/ First Level Eligibility)		SDO
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540001-2015	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 professionally/ First Level Eligibility)		SDO
3	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-540067-2004	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 professionally/ First Level Eligibility)		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 **May 25, 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
5. Copy of designation in a form of Special Order/Memo, if any
6. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
7. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
8. Copy of approved research, if any
9. 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.hrmo@gmail.com](mailto:deped.ormoc.hrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.