

Republic of the Philippines
Department of Education- Ormoc City Division
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
FO In MS Excel format must be

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
June 16, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-540079-2004	1	11,551	Must be able to read and write	None Required	None Required	None Required	None Required (MC 11, s. 1996 - Cat. III)		
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540019-2017	9	18,784	Completion of two (2) years studies in college	4 hours of relevant training	1 yr relevant experience	None Required	Career Service (Subprofessional) First Level Eligibility		
3	Administrative Aide IV (Driver II)	OSEC-DECSB-ADA4-540076-2004	4	13,807	Elementary School Graduate	None Required	None Required	None Required	Professional Driver's License (MC 11, s. 1996-CAT IV)		
4	Project Development Officer I	OSEC-DECSB-PDO1-540014-2016	11	22,316	Bachelor's degree relevant to the job	None Required	None Required	None Required	Career Service (Professional) Second Level Eligibility		

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 **June 26, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.