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the CSC FO
must be in MS Excel format

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: October 5, 2018

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	
6	PRINCIPAL II	OSEC-DECSB-SP2-540265-2010	20	47,037.00	Bachelor's degree in Elementary Education or Bachelor's degree w/ 18 professional education units & 6 units of management	40 hrs of relevant training	1 yr as principal	RA 1080(Teacher)	ELEMENTARY
7	PRINCIPAL I	OSEC-DECSB-SPI-540041-2014	19	42,099.00	Bachelor's degree in Secondary Education or Bachelor's degree w/ 18 professional education units	40 hrs of relevant training	HT for 1 yr or TIC for 2 yrs or MT for 2 yrs or Teacher for 5 yrs	RA 1080(Teacher)	SECONDARY

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 October 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Maha M.
MAHALIA M. LAURON
Administrative Officer IV-Personnel
Brgy. Punta, Ormoc City
deped.ormoc.hrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.