

Republic of the Philippines
DEPARTMENT OF EDUCATION, REGIONAL OFFICE NO. VIII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of DepED REGIONAL OFFICE NO. VIII in the CSC website:

RECEIVED
JUL 10 2018 9:15 AM
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II

[Signature]

RAMIR B. UYTICO, Ed.D., CESO IV

OIC-Regional Director

July 2, 2018

Date:

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | Competency | Place of Assignment | |
|-----|---------------------------|------------------------------|------------------------|---------------|-------------------------|------------------------------|-------------------------------|--|---|--|
| | | | | | Education | Training | Experience | | | Eligibility |
| 1 | Administrative Officer II | OSEC-DECSB-ADOF2-540067-2004 | 11 | 242,148 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Prompt and effective support to the regional office and schools divisions in the implementation of planning and budgeting, as well as in the preparation and dissemination of policies, guidelines, and reports, in coordination with the regional budget office • Planning Frame, System And Plans • Policies And Standards • Education Data Mgmt System • Research • Technical Assistance Self-management (Personal Effectiveness); Interpersonal Effectiveness; Communication; Thinking/Conceptual Skills Computer literate (word processing, spreadsheets, presentation software, internet use | Policy, Planning and Research Division |

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 31, 2018**.

1. CSC Form 212 (Personal Data Sheet – 7 copies);
2. Updated Service Record (7 copies);
3. Approved Performance Ratings for the last three (3) consecutive rating periods (1 copy of each rating period);
4. Transcript of Records (1 copy);
5. Authenticated copy of PRC/CSC eligibility rating (3 copies);
6. Previously approved appointment (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. earned from the date of last promotion to present or within five (5) years whichever is later (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. earned from the date of last promotion or within 5 years whichever is later (1 copy of each certificate);
9. Authorship of books, articles, research, innovations, etc. (1 copy which bears the name of the author/s);
10. Designation Orders; and other documents that have bearing in the evaluation.

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

Dr. RAMIR B. UYTICO, CESO IV

OIC-Regional Director

Government Center, Candahug, Palo, Leyte

region8@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.