

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 in the CSC website:


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

Date: 16-Jan-20

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	Chief Administrative Officer	OSEC-DECSB-CADOF-540075-2004	24	83406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisor/management experience	Career Service Professional/Second Level eligibility	To lead and manage the team that will provide the regional office with timely, responsive and economical administrative services in personnel and records managements, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the regional office towards enabling schools division provide accessible quality basic education and to provide the regional management with technical advice in the management and administration of the regional office.	Administrative Division

2	Librarian II	OSEC- DECSB-LIB2- 540009-2014	15	30531	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian)	To manage, maintain, and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the regional library and to provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services.	Curriculum and Learning Management Division
3	Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB- ADAS3- 540093-2004	9	17975	Completion of 2 years studies in college	None required	None required	Career Service Sub- Professional (First Level Eligibility)	To assist in the consolidation of the reports submitted by the Regional and District Offices for submission to the oversight agencies, i.e. DBM, COA, in accordance with DepEd and government rules and regulations and evaluation of the schools of the Regional and Schools Division Offices to assess its readiness to assume accountability over its financial transactions in accordance with DepEd and government rules and regulations.	Finance Division
4	Administrative Assistant I (Secretary I)	OSEC- DECSB- ADAS1- 540040-2014	7	15738	Completion of 2 years studies in college	None required	None required	Career Service Sub- Professional (First Level Eligibility)	To provide general administrative and clerical support to the Unit Head and staff for the effective and efficient operation of the Public Affairs Unit and to participate in the organization's administrative work group.	Office of the Regional Director- Public Affairs Unit

5	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540034-2014	7	15738	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	To assist the management and staff and provide administrative support in the effective and efficient operation of the Field Technical Assistance Division.	Field Technical Assistance Division
6	Administrative Aide VI (Storekeeper II)	OSEC-DECSB-ADA6-540119-2004	6	14847	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	To provide support in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the RO and to assist and provide administrative support in the effective and efficient operation of the Asset Management Section.	Administrative Division-Asset Management Section

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 **January 28, 2020**.

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 (3 copies);
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (3 copies);

4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy);
5. Updated Service Records, if any (1 copy);
6. Copy of previously approved appointment, if any (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate);
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and
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:

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

Director IV

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

region8@deped.gov.ph

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.
