

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

RECEIVED
FEB 07 2020
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II
W.M.A.
[Signature]
RAMIR B. UYTICO, Ed.D., CESO IV
Director IV

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:

Date: 6-Feb-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 training/ learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level eligibility	* Building collaborative, inclusive working relationships; * Managing performance and coaching for results; * Leading change; * Thinking strategically and creatively; * Creating and nurturing a high performing organization.	Administrative Division
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540093-2004	9	17975	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	NA	Finance Division

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 **February 18, 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.

