

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

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:

*Gemma Mercado Ledesma*  
**MA. GEMMA MERCADO LEDESMA**

Regional Director

Date: 13-Apr-21

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	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540033-2014	7	17179	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	NA	Administrative 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 **April 27, 2021**.

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](http://www.csc.gov.ph) (1 copy);
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2019-2020, 2018-2019, 2017-2018; for Calendar Year: 2020, 2019, 2018 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (1 copy);
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. with supporting documents for outstanding awards and Resource Speakership (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:

**MA. GEMMA MERCADO LEDESMA**

Regional Director

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

[region8@deped.gov.ph](mailto:region8@deped.gov.ph)

[personnel.region8@deped.gov.ph](mailto:personnel.region8@deped.gov.ph)

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