



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



June 18, 2019

REGIONAL MEMORANDUM

No. **376**, s. 2019

**ANNOUNCEMENT OF THE VACANT POSITIONS IN THIS OFFICE
 AND INVITATION TO APPLY**

To: Schools Division Superintendents
 Regional Office Personnel
 All Others Concerned

1. This is to announce the following vacant positions in this Office:

<u>No. of Vacancy</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Assignment</u>
One (1)	Accountant II	16	Finance Division
One (1)	Administrative Assistant I	7	Field Technical Assistance Division

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. may submit their Letter of Intent supported with the following documents not later than **July 1, 2019**.

1. CSC Form 212 (Personal Data Sheet) (1 copy);
2. Updated Service Record (1 copy);
3. Approved Performance Ratings for the last three (3) consecutive rating periods prior to screening (1 copy of each rating period);
4. Transcript of Records (1 copy);
5. Authenticated copy of PRC license/CSC eligibility rating (1 copy);
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);



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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 (*published in a journal/newspaper/magazine of wide circulation*), research (*properly documented and implemented in schools, district, division, region*), innovations (*innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official*), etc. (1 copy which bears the name of the author/s);
 10. Designation Orders; and other documents that have bearing in the evaluation.
3. Attached is a copy of the request for publication in the Civil Service Commission Website with the Qualification Standards of the said positions for reference.
4. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


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

Enclosure: Request for Publication

References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

To be indicated in the Perpetual Index
under the following subjects:

ANNOUNCEMENT
INVITATION
VACANT POSITIONS



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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: June 18, 2019

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	Accountant II	OSEC-DECSB- A2-540035- 2014	16	33,584	Bachelor's degree in Commerce/Busi- ness Administration major in Accounting	4 hours o relevant	1 year of relevant experience	RA 1080 (CPA)	The position is responsible for the accurate and timely recording of all disbursement and liquidation, collection and deposit transactions of the Regional Office through the Electronic Financial Recording System (EFRS) in accordance with DepEd and government rules and regulations. The position also assists the Accountant III in the supervision of the recording, reporting and remittance of taxes deducted from manpower and suppliers to the BIR; of contributions and remittances of manpower to the GSIS, PhilHealth and Pagibig; and of loan payments of specific teachers and employees to the Private Lending Institutions (PLIs).	Finance Division

2	Administrative Assistant I	OSEC-DECSB-ADAS1-540034-2014	7	15,738	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Assist the management of staff and provide administrative support in the effective and efficient operation of the FTA Division; Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet	Field Technical Assistance 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 **July 1, 2019**.

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:

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

Director *iv*

DepEd RO VIII, Government Center Candahug, Palo, Leyte

region8@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.