

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

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

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: 05-Aug-19

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

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 III	OSEC-DECSB-ADAS3-540092-2004	9	17975	At least Two year college level	No required training	No required experience	Career Service Sub-Professional (First Level Eligibility)	Security of Personnel and Property; Maintenance of RO grounds and facilities; Transport and Motorpool Services; Secretarial/ Frontline and Administrative Thinking/Conceptual Skills;Communication Support; Records Management; Self-management (Personal Effectiveness); Interpersonal Effectiveness; Attitude; Aptitude	Administrative Division-General Services

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 **August 20, 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](http://www.csc.gov.ph);
2. Approved Performance Ratings for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2018, 2017, 2016 (1 copy of each rating period));
3. Authenticated copy of PRC license/CSC eligibility rating (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 (1 copy);
6. Copy of previously approved appointment (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), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official) (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the author/s), etc.; and
10. Designation Orders; and other documents that have bearing in the evaluation.

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.

**ELIGIBLE 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](mailto:region8@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**