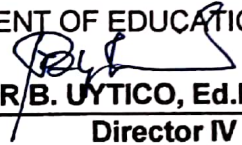


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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: 15-Aug-19

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 applicable (if applicable)	
1	Accountant I	OSEC-DECSB-A1-540033-2014	12	22938	Bachelor's degree in Commerce/Business Administration major in Accounting	No required training	No required 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 II 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); Self-management (Personal Effectiveness); Interpersonal Effectiveness; Attitude; Aptitude	Finance Division

Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than **August 30, 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. 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.

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.