


Republic of the Philippines  
DepEd Samar Division  
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 (DepEd Samar Division) in the CSC website:

  
**LEAH L. ERAYA**  
HRMO

Date : January 29, 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	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540261-2017	9	17,975.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub- professional)/ First Level Eligibility		Birawan NHS
		OSEC-DECSB-ADAS3-540262-2017								Calapi NHS
		OSEC-DECSB-ADAS3-540263-2017								Ramon T. Diaz MHS
		OSEC-DECSB-ADAS3-540264-2017								Daram NHS
		OSEC-DECSB-ADAS3-540257-2017								Ramon T. Diaz MHS-Erenas Annex
		OSEC-DECSB-ADAS3-540260-2017								Marabut NHS
		OSEC-DECSB-ADAS3-540258-2017								Sto. Niño NHS
		OSEC-DECSB-ADAS3-540259-2017								San Jose De Buan NHS
		OSEC-DECSB-ADAS3-540289-2017								Division of Samar
		OSEC-DECSB-ADAS3-540290-2017								Division of Samar
		OSEC-DECSB-ADAS3-540291-2017								Division of Samar
		OSEC-DECSB-ADAS3-540292-2017								Division of Samar
		OSEC-DECSB-ADAS3-540293-2017								Division of Samar
		OSEC-DECSB-ADAS3-540294-2017								Division of Samar
		OSEC-DECSB-ADAS3-540296-2017								Division of Samar
		OSEC-DECSB-ADAS3-540297-2017								Division of Samar
		OSEC-DECSB-ADAS3-540298-2017								Division of Samar
		OSEC-DECSB-ADAS3-540301-2017								Division of Samar
		OSEC-DECSB-ADAS3-540302-2017								Division of Samar
OSEC-DECSB-ADAS3-540307-2017	Division of Samar									
OSEC-DECSB-ADAS3-540308-2017	Division of Samar									
OSEC-DECSB-ADAS3-540309-2017	Division of Samar									



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 \_\_\_\_\_.

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. 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:

**LEAH L. ERAYA**

Administrative Officer IV (HRMO)

Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines

[hrmodepedsamar@yahoo.com](mailto:hrmodepedsamar@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.