


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 : February 19, 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	Education Program Specialist II	OSEC-DECSB-EPS2-540018-2014  OSEC-DECSB-EPS2-540019-2014	16	33,584.00	Bachelor's degree in Education or its equivalent	4 hours relevant training	2 years experience in education research, development, implementation or other relevant experience	PBET, Teacher Career Service Professional		Division of Samar
2	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-540269-2017	9	17,975.00	Completion of two years in College or High School Graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility		Division of Samar
3	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-540266-2017	8	16,758.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional)/ First Level Eligibility		Division of Samar
4	Administrative Aide II	OSEC-DECSB-ADA2-540072-2004 OSEC-DECSB-ADA2-540073-2004	2	11,761.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required		Division of Samar
5	Administrative Aide I	OSEC-DECSB-ADA1-540201-2004 OSEC-DECSB-ADA1-540209-2004 OSEC-DECSB-ADA1-540213-2004 OSEC-DECSB-ADA1-540216-2004 OSEC-DECSB-ADA1-540217-2004	1	11,068.00	Must be able to read and write	None required	None required	None required		Division of Samar

6	Administrative Aide I	OSEC-DECSB-ADA1-540221-2004	1	11,068.00	Must be able to read and write	None required	None required	None required		Division of Samar
		OSEC-DECSB-ADA1-540231-2004								
		OSEC-DECSB-ADA1-540234-2004								
		OSEC-DECSB-ADA1-540237-2004								
		OSEC-DECSB-ADA1-540244-2004								
		OSEC-DECSB-ADA1-540241-2004								
		OSEC-DECSB-ADA1-540240-2004								
		OSEC-DECSB-ADA1-540220-2004								

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 March 01, 2019.  
Please refer Deped Order No. 7 s., 2015 and DepEd Order No. 66 s., 2007

- 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 Boulevard Brgy. 7,Catbalogan City,6700, Philippines

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

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