




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


LEAH L. ERAYA
HRMO

Date: May 21, 2020

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 Aide I (Utility Worker 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 OSEC-DECSB-ADA1-540220-2004 OSEC-DECSB-ADA1-540221-2004 OSEC-DECSB-ADA1-540231-2004 OSEC-DECSB-ADA1-540234-2004 OSEC-DECSB-ADA1-540237-2004 OSEC-DECSB-ADA1-540240-2004 OSEC-DECSB-ADA1-540241-2004 OSEC-DECSB-ADA1-540244-2004	1	11,551.00	Must be able to read and write	None required	None required	None required		Division of Samar

Item was published on September 10, 2019 this is only a republication.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph (3 copies)
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017 (1 copy each rating period);
3. Authenticated copy of PRC license/CSC eligibility (3 copies);
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, if any (1 copy);
6. Copy of previously approved appointment, if any (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, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and
10. Designation Orders; and other documents that have bearing in the evaluation.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

LEAH L. ERAYA
Administrative Officer IV (HRMO)
Arteche Blvd. Brgy. 7, Catbalogan City, 6700, Philippines
hrmodepedsamar@yahoo.com

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encourage to apply.