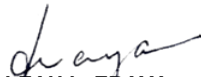


Republic of the Philippines
DepEd Samar Division
Request for Publication of Vacant Positions

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 : June 26, 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 II (Clerk IV)	OSEC-DECSB-ADAS2-540259-2016	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
		OSEC-DECSB-ADAS2-540276-2016								
		OSEC-DECSB-ADAS2-540267-2017								Birawan NHS
2	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540029-2014	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		Jiabong NHS

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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 _____ .
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;
- 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
hrmodepedsamar@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.