


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 : August 15, 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 (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-540285-2017	8	16,758.00	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

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 August 25, 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;
- 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.