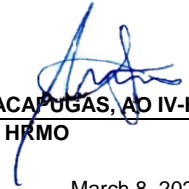


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:


MARDONIO B. MACAPUGAS, AO IV-HRMO
HRMO
Date: March 8, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540092-2018	08	18998	Completion of two (2) year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		TCNIHS
2	ADMINISTRATIVE ASSISTANT I	OSEC-DECSB-ADAS1-540042-2014	07	17899	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		OSDS-Budget
3	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540049-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		OSDS
4	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540054-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		OSDS
5	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540053-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		OSDS
6	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540052-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		CID
7	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540051-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		ASDS
8	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540055-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDS

9	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540048-2014	06	16877	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	OSDS
10	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA6-540096-2004	04	14993	Completion of two (2) year studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	OSDS

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 18, 2022.

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:

MARDONIO B. MACAPUGAS
 AO IV - HRMO
 San Fernando Comp. Real St. Tacloban City
hmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.