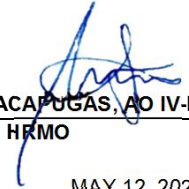


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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: MAY 12, 2022

| 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 | SENIOR BOOKKEEPER | OSEC-DECSB-SRBK-540022-2007 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | MNHS |
| 2 | SENIOR BOOKKEEPER | OSEC-DECSB-SRBK-540019-2007 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | TNAS |
| 3 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540139-2018 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | OSDS |
| 4 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540143-2018 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | OSDS |
| 5 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540144-2018 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | OSDS |
| 6 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540029-2017 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | ELEM |
| 7 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540030-2017 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | | ELEM |

| | | | | | | | | | |
|----|---|------------------------------|----|-------|--|------------------------------|--------------------------------|---|--------|
| 8 | ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) | OSEC-DECSB-ADAS3-540253-2014 | 09 | 20402 | Completion of two years studies in college | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | ELEM |
| 9 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540084-2018 | 08 | 18998 | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | OSDS |
| 10 | ADMINISTRATIVE ASSISTANT II | OSEC-DECSB-ADAS2-540085-2018 | 08 | 18998 | Completion of two years studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 years of relevant experience | Career Service(Subprofessional) First Level Eligibility | CRMNHS |

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 May 22, 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.