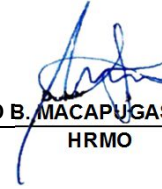


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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: June 22, 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	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540019-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	TNAS
2	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540088-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	SNHS
3	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540065-2004	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	San Jose NHS
4	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540085-2014	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
5	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540054-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	CRMNHS
6	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540092-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	TCNIHS

7	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540169-2016	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	SHS
8	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DECSB-ADA6-540050-2014	06	16877	Completion of two years studies in College	None Required	None Required	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
9	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DECSB-ADA3-540085-2004	03	14125	Completion of two years studies in College	None Required	None Required	Relevant MC 11s.1996 Career Service (Sub-professional)/First Level Eligibility	N/A	Leyte NHS
10	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-540014-2004	01	12517	Must be able to read and write	None Required	None Required	None Required	N/A	Sagkahan NHS

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 July 2, 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.
5. **This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).**

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

MARIZA S. MAGAN, EdD., CESO V

Schools Division Superintendent

San Fernando Comp. Real St. Tacloban City

hrmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.