

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 DepEd Southern Leyte in the CSC website:

  
**ETHEL S. ACUÑA**  
HRMO

Date: February 19, 2021

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	Security Guard I	540122-1998	3	13,572	High School Graduate	None required	None required	Security Guard License (MC 11, s. -Cat II)		
2	Administrative Officer I (Cashier I)	540086-2004	10	21,205	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		Silago NVHS
3	Administrative Aide III (Clerk I)	540118-2004	3	13,572	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		
4	Administrative Assistant II (Disbursing Officer II)	540017-2011	8	18,251	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		

5	Registrar I	540055-2016	11	23,877	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		
6	Administrative Officer II (Administrative Officer I)	ADOF2-540142-2020; 540143-2020; 540144-2020; 540145-2020; 540146-2020	11	23,877	Bachelor's degree	None required	None required	Career Service (Professional), Second Level Eligibility		
7	Administrative Aide IV (Clerk II)	540118-2004	4	14,400	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		
8	Administrative Assistant III (Senior Bookkeeper)	540015-2014; 540124-2018	9	19,593	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		
9	Administrative Aide III (Clerk I)	540118-2004	3	13,572	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		
10	Dentist II	540067-1998	16	36,628	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)		
11	Administrative Assistant III (Senior Bookkeeper)	540194-2017 ; 540207-2017	9	19,593	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		District

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 15, 2021.

- 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](http://www.csc.gov.ph);
- 2. Performance rating **in the last 3 rating period** (if applicable);

- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.
- 5. Photocopy of relevant training certificates
- 6. Photocopy of service records (if applicable)

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

<b>GENIS S. MURALLOS Ed.D., CESO V</b>
Schools Division Superintendent
Mantahan, Maasin City, Southern Leyte
c/o: ETHEL S. ACUNA - HRMO II

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.