

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:


ETHEL S. ACUÑA
HRMO

Date: October 8, 2020

| 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 (Carpenter Foreman) | ADAS2-540096- 2014 | 8 | 17,505 | High School Graduate or Completion of relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Carpenter (MC 11, s. 96- Cat. I) | | |
| 2 | Registrar I | R1-540055-2016 | 11 | 22,316 | Bachelor's degree | None required | None required | Career Service (Professional), Second Level Eligibility | | |
| 3 | School Principal I (Secondary Schools) | SP1-540052-2014 | 19 | 46,791 | Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units | 40 hours of relevant training | Head Teacher for 1 year; or Teacher-in- Charge for 2 years; or Master Teacher for 2 years; or Teacher for 5 years | RA 1080 (Teacher) | | |
| 4 | Administrative Assistant III (Senior Bookkeeper) | ADAS3-540015- 2014 | 9 | 18,784 | Completion of two years in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional), First Level Eligibility | | |

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 October 19, 2020.

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 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/email their application to:

ETHEL S. ACUÑA

AO IV / HRMO II

Mantahan, Maasin City, Southern Leyte

ethel.acuna@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.