

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:


MARIA FELMAR G. OLOR
HRMO

Date: January 24, 2019

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 III (Computer Operator II)	540121-2018, 540122-2018, 540123-2018	9	17,473	Completion of two years in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Data Encoder (MC 11,s.96- Cat 1) First Level Eligibility		Office of the Schools Division Superintendent
2	Administrative Assistant III (Senior Bookkeeper)	540124-2018, 540125-2018, 540126-2018, 540127-2018, 540128-2018, 540129-2018, 540130-2018, 540131-2018, 540132-2018	9	17,473	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility		Office of the Schools Division Superintendent

3	Teacher II (SHS; TVL)	540003-2018, 540004-2018, 540005-2018, 540488-2016, 540508-2016, 540509-2016, 540521-2016, 542601-2017, 542606-2017, 542608-2017	12	22,149	Bachelor's degree holder; or graduate of technical-vocational course(s) in the area of specialization	At least National Certificate II + Trainer's Methodology Certificate I appropriate to the specialization	6 mos relevant teaching experience/ 6 mos industry work experience	For PERMANENT: RA 1080 (Teacher), if not, they must pass the LET within 5 years after the date of first hiring (provisional appointments shall be effective not beyond the school year, subject to reappointment); For CONTRACTUAL and PRACTITIONERS (Part-Time): None required		
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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 February 4, 2019.

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:

MARIA FELMAR G. OLOR

AO IV / Personnel

Mantahan, Maasin City, Southern Leyte

maria.olor@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.