

Republic of the Philippines
Department of Education
Regional Office No. VIII
SAN ROQUE-PAMBUJAN VOCATIONAL HIGH SCHOOL
Pambujan, Northern Samar

To CIVIL SERVICE COMMISSION

Catarman Provincial Field Office
UEP-Catarman, Northern Samar

This is to request the publication of the following vacant position/s of the **SAN ROQUE-PAMBUJAN VOCATIONAL HIGH SCHOOL, PAMBUJAN, NORTHERN SAMAR** in the CSC website:

DR. GORGONIO G. DIAZ, JR. CESO V
Schools Division Superintendent

Date: January 14, 2021

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary/salary per day	QUALIFICATION STANDARDS					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Admin. Assistant II	OSEC-DECSB-ADAS2-540062-2018	8	18,251.00	Completion of two years studies in College	1 year relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	None Required	San Roque-Pambujan Voc High School, Pambujan, Northern Samar
2	Admin. Assistant II	OSEC-DECSB-ADAS2-540072-2004	8	18,251.00	Completion of two years studies in College	1 year relevant experience	4 Hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	None Required	

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

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 present position for one (1) year (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:

EMMA V. MERINO, PhD

School Principal III

San Roque-Pambujan Vocational High School

emma.merino@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.