

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: February 3, 2020

| No | Position Title          | Plantilla Item No.           | Salary Grade | Monthly Salary | QUALIFICATION STANDARDS                        |               |                              |                                                                                  |                            | Place of Assignment                                          |
|----|-------------------------|------------------------------|--------------|----------------|------------------------------------------------|---------------|------------------------------|----------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------|
|    |                         |                              |              |                | Education                                      | Experience    | Training                     | Eligibility                                                                      | Competency (if applicable) |                                                              |
| 1  | Administrative Aide IV  | OSEC-DECSB-ADA4-540106-2004  | 4            | 13,214.00      | Completion of two (2) years studies in College | None Required | 4 Hours of relevant training | Career Service (Sub-Professional) Eligible (Sub-Professional or it's equivalent) | None Required              | San Roque-Pambujan Voc High School, Pambujan, Northern Samar |
| 2  | Administrative Aide III | OSEC-DECSB-ADA3-540106-2004  | 3            | 12,466.00      | Completion of two (2) years studies in College | None Required | None Required                | Career Service (Sub-Professional or it's equivalent )                            | None Required              |                                                              |
| 3  | Security Guard I        | OSEC-DECSB-SECG1-540202-1998 | 3            | 12,466.00      | High School Grad.                              | None Required | None Required                | Security Guard License.)                                                         | None Required              |                                                              |
| 4  | Security Guard I        | OSEC-DECSB-SECG1-540203-1998 | 3            | 12,466.00      | High School Grad.                              | None Required | None Required                | Security Guard License.)                                                         | None Required              |                                                              |
| 5  | Administrative Aide I   | OSEC-DECSB-ADA1-540144-2004  | 1            | 11,068.00      | High School Level                              | None Required | None Required                | None Required                                                                    | 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](http://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:

Dr. Emma V. Merino  
School Principal III  
San Roque-Pambujan Vocational High School  
[emma.merino@yahoo.com](mailto:emma.merino@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**