

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:

  
**MARDONIO B. MACAPUGAS, AO IV-HRMO**  
**HRMO**

Date: March 04, 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	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540026-2017	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		ELEM
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540031-2017	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540032-2017	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540133-2018	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540138-2018	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
6	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-540141-2018	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		OSDS
7	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEPPER)	OSEC-DECSB-ADAS3-540065-2004	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		LNHS
8	ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEPPER)	OSEC-DECSB-ADAS3-540008-2014	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		TCNiHS
9	SENIOR BOOKKEPPER	OSEC-DECSB-SRBK-540020-2007	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		TCNHS
10	SENIOR BOOKKEPPER	OSEC-DECSB-SRBK-540021-2007	09	19593	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		CRMNHS
11	DISBURSING OFFICER II	OSEC-DECSB-DO2-540024-2007	08	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		CRMNHS
12	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540029-2017	08	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		ELEM
13	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-540031-2017	08	18251	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS-SubProf (1st level eligibility)		ELEM
14	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-540122-2004	01	12034	Elem./High School Grad.	None Required	None Required	None Required		LNHS

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 January 28,

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 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:

**MARDONIO B. MACAPUGAS**

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AO IV - HRMO

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San Fernando Comp. Real St. Tacloban City

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