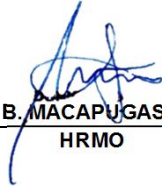


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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: August 17, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER I	OSEC-DECSB-ADOF1-540071-2004	10	22190	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	LNHS
2	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540030-2017	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
3	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540144-2018	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
4	ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-540008-2014	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	Tacloban City Night HS
5	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540019-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	TNAS
6	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540021-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	CRMNHS

7	SENIOR BOOKKEEPER	OSEC-DECSB-SRBK-540022-2007	09	20402	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	MNHS
8	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540030-2017	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	ELEM
9	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540088-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	SNHS
10	ADMINISTRATIVE ASSISTANT II (Administrative Assistant)	OSEC-DECSB-ADAS2-540087-2018	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	MNHS
11	DISBURSING OFFICER II	OSEC-DECSB-DO2-540022-2007	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	TNAS
12	ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	OSEC-DECSB-ADAS2-540065-2004	08	18998	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	SJNHS
13	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540051-2014	06	16877	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
14	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540052-2014	06	16877	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
15	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540050-2014	06	16877	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS
16	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-540055-2014	06	16877	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	OSDS

17	ADMINISTRATIVE AIDE III (Clerk I)	OSEC-DECSB-ADA3-540085-2004	03	14125	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	N/A	LNHS
18	ADMINISTRATIVE AIDE I	OSEC-DECSB-ADA1-540121-2004	01	12517	Must be able to read and write	None Required	None Required	None Required	N/A	SNHS

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 August 27, 2022.

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.
5. Updated Service Record
6. Copy of designation in a form of Special Order/Memo, if any
7. Certificate of Participation, Completion, trainings, Seminar-Workshop earned within 5 years or date of last promotion
8. Certificate of Recognition, Appreciation, Awards earned within 5 years or date of last promotion whichever is later
9. Copy of approved research, if any
10. Copy of related articles, books published in wide circulation, if any
- 11. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIZA S. MAGAN, EdD., CESO V

Schools Division Superintendent

San Fernando Comp. Real St. Tacloban City

hmosdotac@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.