CS Form No. 9 Series of 2017



Republic of the Philippines DEPARTMENT OF EDUCATION SCHOOLS DIVISION OF TACLOBAN CITY Real St., Tacloban City



## **Request for Publication of Vacant Positions**

## To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepEd-SDO TACLOBAN CITY) in the CSC website:

hu THELMA C	. QUITALIG, Ph.D., CESO V			
Schools Division Superintendent				
Date:	January 10, 2019			

Electronic copy to be submitted to the CSC FO must be in MS Excel format

	1	Date: January 10, 2019									
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of	
					Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment	
1	Administrative Assistant III	OSEC-DECSB-ADAS3-540133-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
2	Administrative Assistant III	OSEC-DECSB-ADAS3-540134-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
3	Administrative Assistant III	OSEC-DECSB-ADAS3-540135-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
4	Administrative Assistant III	OSEC-DECSB-ADAS3-540136-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
5	Administrative Assistant III	OSEC-DECSB-ADAS3-540137-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
6	Administrative Assistant III	OSEC-DECSB-ADAS3-540138-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
7	Administrative Assistant III	OSEC-DECSB-ADAS3-540139-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
8	Administrative Assistant III	OSEC-DECSB-ADAS3-540140-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
9	Administrative Assistant III	OSEC-DECSB-ADAS3-540141-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
10	Administrative Assistant III	OSEC-DECSB-ADAS3-540142-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
11	Administrative Assistant III	OSEC-DECSB-ADAS3-540143-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS	
12	Administrative Assistant III	OSEC-DECSB-ADAS3-540144-2018	09	17,473.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS	
13	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		OSDS	
14	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	studies in college	None Required	None Required	(1st level eligibility)		LNHS	
15	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		MNHS	
16	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	studies in college	None Required	None Required	(1st level eligibility)		SNHS	
17	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		SJNHS	
18	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	studies in college	None Required	None Required	(1st level eligibility)		TCNHS	
19	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		TNAS	
20	Administrative Assistant II	OSEC-DECSB-ADAS2-540084-2018	08	16,282.00	studies in college	None Required	None Required	(1st level eligibility)		TCNiHS	

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 \_

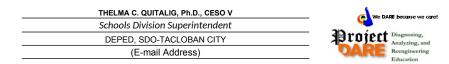
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;

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:



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.