



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:


THELMA C. QUITALIG, Ph.D., CESO V

Schools Division Superintendent

Date: January 10, 2019

No.	Position Title	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-ADAS3-540133-2018	09	17,473.00	Completion of two (2) years	4 hrs of relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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 relevant 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:

THELMA C. QUITALIG, Ph.D., CESO V

Schools Division Superintendent

DEPED, SDO-TACLOBAN CITY

(E-mail Address)



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.