



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:

MARIZA S. MAGAN, Ed.D., CESO V

Schools Division Superintendent

Date: Feb. 7, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant III	OSEC-DECSB-ADAS3-540253-2014	9	18,784.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experie	(1st level eligibility)	ELEM
2	Administrative Assistant II	OSEC-DECSB-ADAS3-540027-2017	8	17,505.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experie	(1st level eligibility)	ELEM

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 FEB. 19, 2020.

- Letter of Intent (Citing the specific position applied for);
- Accomplished Personal Data Sheet;
- Photocopy of actual Performance Rating for the last 3 rating periods if there is any (Certification alone is not accepted);
- Updated Service Record and/ or;
- PRC License/ CSC Eligibility for non-teaching;
- Photocopy of Awards/ Citations of Outstanding Accomplishment;
- Photocopy of Transcript of Records;
- Photocopy of Certificates of Training attended-conducted for at least 3 days and not credited during the last promotions or acquired within 5 years period only and;
- Photocopy of the related supporting documents

*Note: One copy each only.

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

MARIZA S. MAGAN, Ed.D., CESO V

Schools Division Superintendent

DEPED, SDO-TACLOBAN CITY

sdotaclobancity@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.