



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: May 8, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Senior Education Program	OSEC-DECSB-SREPS-			Bachelor's degree in Education	8 hours of relevant	2 years experience in	RA 1080		SGOD
	Specialist (Planning &	540021-2014	19	45,269.00	or its equivalent and completion	training	education, research,	Career Service (Professional)		
	Research)				of academic requirements for		development, implementation	Appropriate Eligibility for Second Level		
					master's degree relevant to		or other relevant experience	Position		
2	Project Development	OSEC-DECSB-PDO2-	15	30,531.00	Bachelor's degree relevant	4 hours of relevant	1 year of relevant experience	Career Service		SGOD
	Officer II	540017-2014			to the job	training		(Professional)		
								Second Level		
								Eligibility		
3	Administrative Officer IV	OSEC-DECSB-ADOF4-5402792014	15	30,531.00	Bachelor's degree	4 hours of relevant	1 year of relevant experience	Career Service		OSDS
	(Records)					training		(Professional)		
								Second Level		
								Eligibility		
4	Special Education Teacher III	OSEC-DECSB-SPET3-540322-2015	16	33,584.00	Bachelor's degree in Education	8 hrs of relevant	3 years experience as	RA 1080 (Teacher)		ELEM.
					with speicalization in	training	SPED Teacher			
					Special education					
5	Administrative Assistant II	OSEC-DECSB-ADAS2-540032-2017	08	16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS
6	Administrative Assistant II	OSEC-DECSB-ADAS2-540085-2014	08	16,758.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS
7	Administrative Assistant II	OSEC-DECSB-ADAS2-540028-2017	08	16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		OSDS
8	Administrative Assistant II	OSEC-DECSB-ADAS2-540029-2017	08	16,758.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		OSDS
9	Administrative Assistant I	OSEC-DECSB-ADAS1-540042-2014	07	15,738.00	Completion of two (2) years	None required	None required	(1st level eligibility)		OSDS
					studies in college					
10	Administrative Aide VI	OSEC-DECSB-ADA6-540048-2014	06	14,847.00	Completion of two (2) years	None required	None required	(1st level eligibility)		OSDS
11	Administrative Aide VI	OSEC-DECSB-ADA6-540049-2014	06	14,847.00	studies in college					
12	Administrative Aide VI	OSEC-DECSB-ADA6-540052-2014	06	14,847.00	Completion of two (2) years	None required	None required	(1st level eligibility)		OSDS
13	Administrative Aide VI	OSEC-DECSB-ADA6-540054-2014	06	14,847.00	studies in college					

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.