



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: June 21, 2019

| No. | Position Title              | Plantilla Item No.           | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary |   |               |               |   |                                  | Place of<br>Assignment |
|-----|-----------------------------|------------------------------|------------------------------|-------------------|---|---------------|---------------|---|----------------------------------|------------------------|
|     |                             |                              |                              |                   | Education   | Training      | Experience    | Eligibility                             | Competency<br>(if<br>applicable) |                        |
| 1   | Casual/Admin. Aide I        | Casual/Admin. Aide I         | 01                           | 503.00            | High School Grad./ Elem. Grad.                    | None Required | None Required | None Required                           |                                  | LNHS                   |
|     |                             |                              |                              |                   |   |               |               |   |                                  |                        |
| 2   | TEACHER III                 | OSEC-DECSB-TCH3-540331-2015  | 13                           | 25,232.00         | BSED or its equivalent                            | None Required | None Required | RA 1080 (Teachers)                      |                                  | SJNHS                  |
|     |                             |                              |                              |                   |   |               |               |   |                                  |                        |
| 3   | TEACHER I                   | OSEC-DECSB-TCH1-541953-2016  | 11                           | 20,754.00         | BEED or its equivalent                            | None Required | None Required | RA 1080 (Teachers)                      |                                  | ELEM                   |
|     |                             |                              |                              |                   |   |               |               |   |                                  |                        |
| 4   | Administrative Assistant II | OSEC-DECSB-ADAS2-540085-2018 | 08                           | 16,282.00         | Completion of two (2) years<br>studies in college | None Required | None Required | CS Sub-Prof.<br>(1st level eligibility) |                                  | CRMNHS                 |
|     |                             |                              |                              |                   |   |               |               |   |                                  |                        |
|     |                             |                              |                              |                   |   |               |               |   |                                  |                        |

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](http://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.**