CS Form No. 9 Series of 2017



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



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

Place of

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:

Salary/

			THELMA C. QUITALIG, Ph.D., CESO V					
	Schools Division Superintendent							
			Date:	<u>July 2, 2019</u>				
Monthly Salary	Qualification Standards							
	Education	Training	Experience	Eligibility	Competency (if applicable)	A		
16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		SHS		
16,758.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		SHS		
16 758 00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		SHS		

NI-	Position Title	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Quantication standards			Place of		
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
1	Administrative Assistant II	OSEC-DECSB-ADAS2-540165-2016	08	16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		SHS
2	Administrative Assistant II	OSEC-DECSB-ADAS2-540166-2016	08	16,758.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		SHS
3	Administrative Assistant II	OSEC-DECSB-ADAS2-540170-2016	08	16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		SHS
4	Administrative Assistant II	OSEC-DECSB-ADAS2-540171-2016	08	16,758.00	Completion of two (2) years	4 hrs of relevnt training	1 yr of relevant experience	CS Sub-Prof.		SHS
5	Administrative Assistant II	OSEC-DECSB-ADAS2-540172-2016	08	16,758.00	studies in college	4 hrs of relevnt training	1 yr of relevant experience	(1st level eligibility)		SHS
6	Administrative Assistant I	OSEC-DECSB-ADAS1-540042-2014	07	15,738.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		OSDS
7	Administrative Aide VI	OSEC-DECSB-ADA6-540048-2014	06	14,847.00	studies in college	None Required	None Required	(1st level eligibility)		OSDS
8	Administrative Aide VI	OSEC-DECSB-ADA6-540049-2014	06	14,847.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		OSDS
9	Administrative Aide VI	OSEC-DECSB-ADA6-540050-2014	06	14,847.00	studies in college	None Required	None Required	(1st level eligibility)		OSDS
10	Administrative Aide VI	OSEC-DECSB-ADA6-540052-2014	06	14,847.00	Completion of two (2) years	None Required	None Required	CS Sub-Prof.		OSDS
11	Administrative Aide VI	OSEC-DECSB-ADA6-540053-2014	06	14,847.00	studies in college	None Required	None Required	CS Sub-Prof.		OSDS
12	Administrative Aide VI	OSEC-DECSB-ADA6-540054-2014	06	14,847.00	Completion of two (2) years	None Required	None Required	(1st level eligibility)		OSDS
13	Administrative Aide VI	OSEC-DECSB-ADA6-540055-2014	06	14,847.00	studies in college	None Required	None Required	CS Sub-Prof.		OSDS

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

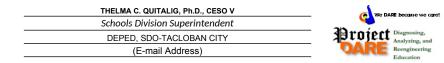
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;

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.