



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: July 2, 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 II	OSEC-DECSB-ADAS2-540165-2016	08	16,758.00	Completion of two (2) years	4 hrs of relevant 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 relevant 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 relevant 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 relevant 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 relevant 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:

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.