



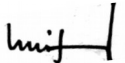
Republic of the Philippines
DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF TACLOBAN CITY
Real St., Tacloban City



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: August 28, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DECSB-ADAS2-540085-2018	08	16,282.00	Completion of two (2) years	4 hrs relevant	1 year relevant	CS Sub-Prof.		CRMNHS
					studies in college	training	experience	(1st level eligibility)		

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.