

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

DEEJAY R. OPELAC

HRMO

Date: 07-Jan

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT III	ADAS3-60013-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
2	ADMINISTRATIVE ASSISTANT III	ADAS3-60014-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
3	ADMINISTRATIVE ASSISTANT III	ADAS3-60015-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
4	ADMINISTRATIVE ASSISTANT III	ADAS3-60016-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
5	ADMINISTRATIVE ASSISTANT III	ADAS3-60017-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
6	ADMINISTRATIVE ASSISTANT III	ADAS3-60018-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
7	ADMINISTRATIVE ASSISTANT III	ADAS3-60019-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
8	ADMINISTRATIVE ASSISTANT III	ADAS3-60020-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
9	ADMINISTRATIVE ASSISTANT III	ADAS3-60021-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office
10	ADMINISTRATIVE ASSISTANT III	ADAS3-60022-2018	9	17473	Completion of 2 years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional		Schools Division Office

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 January 17, 2019.

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 last rating period** (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:

DR. JOANN A. CORPUZ, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent
batac.city@deped.gov.ph / HRMU.depedbataccity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.