

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

CIVIL SERVICE COMMISSION-CAR
BAGUIO FIELD OFFICE
BAGUIO CITY
RECEIVED
DATE **NOV 06 2018**

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

NOV 06 2018
RELEASED
MA. LOUELLA C. MONCADA
HRMO

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:

Date: November 6, 2018

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 Aide IV (Clerk II)	Casual	4	12,674.00	Bachelor's Degree	None Required	None Required	CS-Sub Professional (First Level Eligibility)		Division Office
1	Administrative Aide III (Utility Worker II)	Casual	3	11,914.00	High School Graduate	None Required	None Required	None Required (MC 11, s. 1996-Cat. III)		Division Office-ICT (preferably computer literate)

***This Office recognizes Equal Opportunity Principle and all qualified applicants will receive consideration for employment without regard to sex or gender preference, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law**

Requirements: *** (Reckoning date to be appraised should be on your last promotion)

* 1 folder for the original copies and 4 folders photocopies of the following:

- *Application letter
- * Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph
- *Performance Rating for the last rating period with numerical value
- *Service Record duly signed by the Administrative Officer V
- *Certificate of Employment and designation or appointment or contract of service
- * Certificate of eligibility/rating/license
- *Outstanding accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)
- *Transcript of Records
- *Certificate of Trainings and seminars attended relevant to the position applied for.
- *All documents to be submitted should be unused documents
- *and other pertinent documents with table of contents and proper tabbings.

* Application letter shall be filed at the District Office where the vacancy exist on or before **November 21, 2018**.

****Applications with incomplete documents shall not be entertained.**