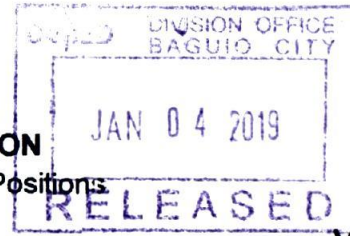
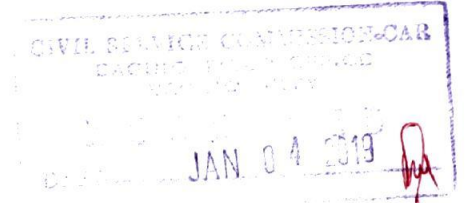


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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



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:

MA. LOUIELLA C. MONCADA
MA. LOUIELLA C. MONCADA
HRMO

Date: JANUARY 4, 2019

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	Master Teacher I (Senior High School)	OSEC-DECSB-MTCHR1-90045-2015	18	38085	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area of specialization	4 years of relevant teaching/industry work experience	RA 1080 (LET)		BCNSHS-Stand Alone (Preferrably Filipino Major)
2	Administrative Assistant III	OSEC-DECSB-ADAS3-90013-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
3	Administrative Assistant III	OSEC-DECSB-ADAS3-90014-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS

4	Administrative Assistant III	OSEC-DECSB-ADAS3-90015-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
5	Administrative Assistant III	OSEC-DECSB-ADAS3-90016-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
6	Administrative Assistant III	OSEC-DECSB-ADAS3-90017-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
7	Administrative Assistant III	OSEC-DECSB-ADAS3-90018-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
8	Administrative Assistant III	OSEC-DECSB-ADAS3-90019-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
9	Administrative Assistant III	OSEC-DECSB-ADAS3-90020-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		OSDS
10	Administrative Assistant III	ADAS3-90023-2018	9	16282	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Mil-An NHS

11	Administrative Assistant II	ADAS2-90025-2018	8	16282	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Mil-An NHS
12	Administrative Assistant III	ADAS3-90024-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Roxas NHS
13	Administrative Assistant II	ADAS2-90026-2018	8	16282	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Roxas NHS
14	Administrative Assistant III	ADAS3-90021-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Guisad Valley NHS
15	Administrative Assistant II	ADAS2-90023-2018	8	16282	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Guisad Valley NHS
16	Administrative Assistant III	ADAS3-90022-2018	9	17473	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Magsaysay NHS
17	Administrative Assistant II	ADAS2-90024-2018	8	16282	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	CS Sub Professional First Level Eligibility		Magsaysay NHS

***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 DepEd-SDO of Baguio City on or before **January 15, 2019.**

Applications with incomplete documents shall not be entertained.