

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

DepEd DIVISION OFFICE  
BAGUIO CITY  
MAY 06 2019  
RELEASED

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

CIVIL SERVICE COMMISSION - CAR  
RECEIVED  
DATE: MAY 06 2019

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:

*[Signature]*  
MA. LOUELLA C. MONCADA

HRMO

Date: 6-May-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Utility Worker II)	Casual	3	12466	High School Graduate	None required	None required	None Required		SDO-Baguiocity

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 **May 21, 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](http://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 their application to:

**FEDERICO P. MARTIN, EdD., CEEd, CESO V**

Schools Division Superintendent

#82 Military Cut-off, Baguio City

[depedbaguiocity@deped.gov.ph](mailto:depedbaguiocity@deped.gov.ph)

\*\*\*"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"

**Additional 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](http://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 Division Office on or before **May 21, 2019.**

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