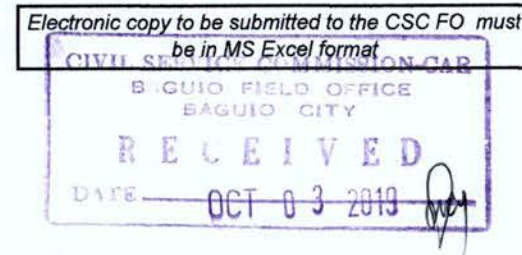


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

[Signature]
MA. LOUELLA C. MONCADA

HRMO

Date: 3-Oct-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 IV (Clerk II)	Casual	4	13214	Bachelor's Degree	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		SDO-Baguio City

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 **October 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 their application to:

MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent
#82 Military Cut-off, Baguio City
depedbaguio@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

*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 **October 17, 2019.**

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