

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:

MAY B. ECLAR Ph D, CESO V

Regional Director

Date: _____

| 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 I | OSEC-DECSB-ADAS1-90010-2014 | 7 | 16458 | Completion of two-year studies in college or HS graduate with relevant vocational/trade course | None required | None required | CS Sub-Professional/1st level eligibility | | DepEd-CAR Regional Office, Office of the Regional Director, Public Affairs Unit |
| 1 | Administrative Assistant I | OSEC-DECSB-ADAS1-90006-2014 | 7 | 16458 | Completion of two-year studies in college or HS graduate with relevant vocational/trade course | None required | None required | CS Sub-Professional/1st level eligibility | | DepEd-CAR Regional Office, Policy, Planning & Research Division |

| | | | | | | | | | | |
|---|----------------------------|----------------------------|----|-------|--|--|--|---|--|--|
| 1 | Administrative Aide IV | OSEC-DECSB-ADA4-90009-2004 | 4 | 13807 | Completion of two-year studies in college or HS graduate with relevant vocational/trade course | None required | None required | CS Sub-Professional/1st level eligibility | | DepEd-CAR Regional Office, Administrative Division |
| 1 | Chief Education Supervisor | OSEC-DECSB-CES-90002-1998 | 24 | 85074 | Master's Degree in Education or other relevant Master's Degree | 24 hours of training in management & supervision | 4 years relevant experience involving management and supervision | PBET; Teacher | | DepEd-CAR Regional Office, Field Technical Assistance Division |

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 20, 2020.

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.
5. Certificates of trainings/seminars attended
6. Service records
7. Other pertinent documents

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MAY B. ECLAR, Ph.D., CESO V

Regional Director

Dep-Ed - CAR,
Regional Office,
Wangal, La
Trinidad,
Benguet

<http://www.depedcar.ph/jobs/online-application>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.