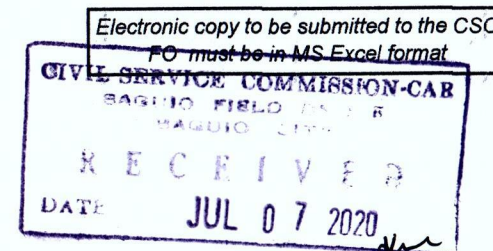


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

MA. LOUELLA C. MONCADA

HRMO

Date: July 7, 2020

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 Officer III	OSEC-DECSB-ADOF3-90018-2004	14	29277	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility		DepEd Baguio City (School base)
2	Administrative Officer III	OSEC-DECSB-ADOF3-90019-2004	14	29277	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility		DepEd Baguio City (School base)
3	Administrative Officer III	OSEC-DECSB-ADOF3-90020-2004	14	29277	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility		SDO Baguio City (Supply Unit)
4	Administrative Aide IV (Driver)	OSEC-DECSB-ADA4-90068-2004	4	13807	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Career Service (Sub-professional)/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 **JULY 17, 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 three rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

***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 ON ALL DOCUMENTS SUBMITTED SHOULD BE ON YOUR LAST PROMOTION)**

* Submit 5 sets of documents - 1 folder for the original copies and 4 folders photocopies of the following:

* 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 three (3) rating period** with numerical value

*Service Record duly signed by the Administrative Officer V

*Certificate of Employment, or appointment or contract of service

*Designation Order duly signed by the Schools Division Superintendent

* Certificate of eligibility/rating/license

*Outstanding accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)

PLEASE REFER TO PSB RESOLUTION NO. 003, S. 2018

Awards-the certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (e.g. invitation or criteria for the search)

Innovation-as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)

Research and Development project-must be approved by the Schools Division Superintendent

Publication-with analysis and must be educational

Consultancy /Resource Speakership-must be supported by any of the ff: invitation letter, authority to travel etc.

*Transcript of Records

*Certificate of Trainings and seminars attended relevant to the position applied for.

*and other pertinent documents with table of contents and proper tabbings.

* Application letter shall be filed at DepEd-Division of Baguio City (For non-teaching positions) or to the District Office where the vacancy exist (For Teaching positions) on or before **July 17, 2020.**

****See the HRMO for details**

QUALIFIED APPLICANTS are advised to hand in their application to: (For Non-teaching positions only)

MA. LOUELLA C. MONCADA

Administrative Officer IV

82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.