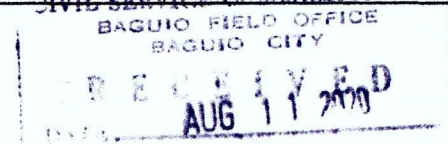


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions



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 G. MONCADA*  
**MA. LOUELLA G. MONCADA**

HRMO

Date: August 10, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	DUTIES AND FUNCTIONS
					Education	Experience	Training	Eligibility	Competency (if applicable)		
1	Administrative Officer II	ADOF2-90015- 2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	DUTIES AND FUNCTIONS:
2	Administrative Officer II	ADOF2-90016- 2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	PERSONNEL ADMINISTRATION
3	Administrative Officer II	ADOF2-90017- 2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	a. Recruitment and Selection
4	Administrative Officer II	ADOF2-90018- 2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	b. Personnel Records

5	Administrative Officer II	ADOF2-90019-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	c. Compensation and Benefits
6	Administrative Officer II	ADOF2-90020-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	PROPERTY CUSTODIAN
7	Administrative Officer II	ADOF2-90021-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	a. Facilitate procurement of supplies & etc. of the School based on approved SIP/AIP or as directed by the School Head
8	Administrative Officer II	ADOF2-90022-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	b. Ensure that supplies & etc. & other learning resource materials are stored properly in a secured facility
9	Administrative Officer II	ADOF2-90023-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	c. Issue supplies etc. & other learning resource materials to requesting teaching & non-teaching personnel of the school
10	Administrative Officer II	ADOF2-90024-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	d. Prepare & submit reports on all property accountability of the school
11	Administrative Officer II	ADOF2-90025-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	GENERAL ADMINISTRATIVE SUPPORT

12	Administrative Officer II	ADOF2-90026-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	a. Assist the School Head in the preparation of School Form 7 (SF7) loading of teachers
13	Administrative Officer II	ADOF2-90027-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	b. Assist the School Planning Team in the preparation of SIP/AIP
14	Administrative Officer II	ADOF2-90028-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	c. Provide general administrative support to School Heads and teachers like reproduction of learning materials, encoding of reports, preparation of documents etc.
15	Administrative Officer II	ADOF2-90029-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	d. Perform other functions as may be assigned by the immediate supervisor
16	Administrative Officer II	ADOF2-90030-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	
17	Administrative Officer II	ADOF2-90031-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	
18	Administrative Officer II	ADOF2-90032-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	

19	Administrative Officer II	ADOF2-90033-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	
20	Administrative Officer II	ADOF2-90034-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School	

21	Administrative Officer II	ADOF2-90035-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School
22	Administrative Officer II	ADOF2-90036-2020	11	22316	Bachelor's Degree	None Required	None Required	Civil Service Professional (Second level Eligibility)	Personnel Administration, Property Custodian, General Administrative Support	Division of Baguio City - Elementary School

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 **AUGUST 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](http://www.csc.gov.ph);
2. Performance rating for the last three (3) recent 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](http://www.csc.gov.ph)

\* Performance Rating for the last three (3) recent rating period with numerical value if applicable

\* Service Record duly signed by the Administrative Officer V

\* Certificate of Employment, or appointment or contract of service

\* Authenticated Certificate of eligibility/rating/license (whichever is applicable)

\* **PLEASE REFER TO REGIONAL MEMO 178 s. 2020 For the Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project)**

**Publication/Authorship, Consultancy/Resource Speakership)**

\* Authenticated official Transcript of Records with certification

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

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

\* All documents shall be stamped received at the Records Office at DepEd-Division of Baguio City (For non-teaching positions) or to the School where the vacancy exist (For Teaching positions ) on or before **August 20, 2020**.

**\*\*See the HRMO for details**

**MA. LOUELLA C. MONCADA**

Administrative Officer IV

82 Military Cut-Off, Baguio City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**