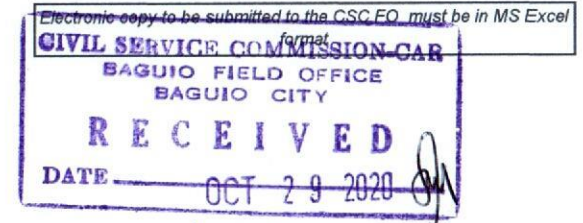


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions



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:

**MARIE CAROLYN B. VERANO, CESO V**

Schools Division Superintendent

Date: October 29, 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	School Principal III	OSEC-DECSB-SP3-90164-2010	20	52703.00	Bachelor's Degree in Elementary Education; or Bachelor's degree w/ 18 professional education units + 6 units of Management	2 yrs. As Principal	40 hours of relevant training	RA 1080 (Teacher)		Division Office
2	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90059-2017	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office
3	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90058-2017	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office
4	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90028-2014	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office
5	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90045-2004	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office
6	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90061-2017	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office

7	Administrative Assistant III	OSEC-DECSB-ADAS3-90017-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Division Office
8	Administrative Assistant III	OSEC-DECSB-ADAS3-90014-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
9	Administrative Assistant III	OSEC-DECSB-ADAS3-90016-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
10	Administrative Assistant III	OSEC-DECSB-ADAS3-90018-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
11	Administrative Assistant III	OSEC-DECSB-ADAS3-90013-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
12	Administrative Assistant III	OSEC-DECSB-ADAS3-90019-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
13	Administrative Assistant III	OSEC-DECSB-ADAS3-90015-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
14	Administrative Assistant III	OSEC-DECSB-ADAS3-90022-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Magsaysay National High School



15	Administrative Assistant III	OSEC-DECSB-ADAS3-90024-2018	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Roxas National High School
16	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90046-2004	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Baguio City National High School (Main)
17	Administrative Assistant III (Bookkeeper)	OSEC-DECSB-ADAS3-90033-2014	9	18763.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Guisad Valley National High School
18	Administrative Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-90022-2014	8	17505.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	(Preferably Accounting, Management Accounting, Financial Management Graduate)	Magsaysay National High School
19	Administrative Assistant II	OSEC-DECSB-ADAS2-90071-2016	8	17505.00	Completion of two years in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)		Division Office
20	Administrative Assistant III (Computer Operator II)	casual	9	18763.00	Bachelor's Degree related to the job (*preferably Information Technology, Computer Science, Computer Engineering graduate or related )	1 year of relevant experience	4 hours of relevant training	Career Service Sub - Professional (First level Eligibility)	Preferred skills: graphics and video editing, office applications, hardware assembly, computer and network troubleshooting.	Division Office

Interested and qualified applicants should signify your interest in writing indicating the item number and position that you are applying. Attach the following documents to the application letter and submit to the address below not later than **November 9, 2020**.

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**\*\*\*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:**

- \* Submit 2 sets of documents - 1 folder for the original copies and 1 folder photocopy 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 three (3) recent rating period (CY 2017, 2018, 2019)**  
**(For Deped Employees, Performance rating must be one (1) year performance cycle for each calendar year)**
- \* Service Record duly signed by the Administrative Officer V/Head of Office
- \* Certificate of Employment, or appointment or contract of service
- \* Authenticated Certificate of eligibility/rating/license (whichever is applicable)
- \* Outstanding/meritorious accomplishments: (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership)
- \* Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate
- \* Certificate of trainings and seminars attended relevant to the position applied for (with complete attachments)
- \* and other pertinent documents with table of contents and proper tabbings.
- \* Submit documents at DepEd-Division of Baguio City and shall be received at the Records Unit.

**\* Refer to Regional Memorandum No. 178, s. 2020 for the criteria of assessment or see the HRMO for details**

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent  
82 Military Cut-Off, Baguio City

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