

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

CIVIL SERVICE COMMISSION-CAR
BAGUIO FIELD OFFICE
BAGUIO CITY
RECEIVED
DATE NOV 17 2020

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: Tuesday, 17 November 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 Assistant II (Disbursing Officer)	OSEC-DECSB-ADAS2-90020-2014	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)	Roxas National High School

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 27, 2020**.

*****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
- * 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.