



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

**RECEIVED**

Date: JUN 03 2021 Time: 11:03 AM

Control No. \_\_\_\_\_

By: \_\_\_\_\_

Name, Signature & Position

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: June 3, 2021

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 Aide IV (Clerk II)	OSEC-DECSB-ADA4-90073-2004	4	14400	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Baguio City National High School
2	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-90074-2004	4	14400	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Baguio City National High School

3	Administrative Aide III (Clerk I)	OSEC-DECSB-ADA3-90092-2004	3	13572	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility		Baguio City National High School
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the address below not later than **June 14, 2021**.

**\*\*\*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.**

**Requirments:**

\*Submit 2 sets of documents - 1 folder for the original copies and 1 folder photocopy of the following:

1. 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);
2. Performance rating for the **three (3) recent rating periods (CY 2018, 2019 and 2020)**;
3. Service Record duly signed by the Administrative Officer V/ Head of Office;
4. Certificate of Employment, or Appointment or Contract of Service;
5. Authenticated Certificate of Eligibility/Rating/License (whichever is applicable);
6. Outstanding/Meritorious Accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership);
7. Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate;
8. Certificate of Trainings and Seminars attended relevant to the position applied for (with complete attachments); and
9. Other pertinent documents with table of contents and proper tabbings.

\*Submit documents at Schools Division Office 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

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

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

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