

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

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CSC FO - Baguio City

RECEIVED
Date: SEP 23 2021 Time: 4:26 PM
Docket/Control No.:
Name, Signature & Position: JOHNNY C. MILLANUEVA
FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

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:

Date: September 23, 2021

| 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 Aide IV (Clerk II) | Casual | 4 | 14400.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Division Office |
| 2 | Administrative Aide IV (Clerk II) | Casual | 4 | 14400.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Division Office |
| 3 | Administrative Aide IV (Clerk II) | Casual | 4 | 14400.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Division Office |
| 4 | Administrative Aide IV (Clerk II) | Casual | 4 | 14400.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Division Office |
| 5 | Administrative Aide IV (Clerk II) | Casual | 4 | 14400.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) First Level Eligibility | | Division Office |
| 6 | Medical Officer IV | Casual | 23 | 76907.00 | Doctor of Medicine | 1 Year fo relevant experience | 4 hours of relevant training | RA 1080 (Physician) | | Division Office |
| 7 | Medical Officer IV | Casual | 23 | 76907.00 | Doctor of Medicine | 1 Year fo relevant experience | 4 hours of relevant training | RA 1080 (Physician) | | Division Office |
| 8 | Administrative Assistant I (Computer Operator I) | Casual | 7 | 17179.00 | Bachelor's Degree | None required | None required | Career Service (Subprofessional) Data Encoder (MC 11, s. 1996-Cat. I) First Level Eligibility | | Division Office |
| 9 | Security Guard I | Casual | 3 | 14400.00 | Completion of two years studies in college | None required | None required | Security Guard License (MC 30, s. 1997-Cat. IV) | | 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 **October 08, 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"**

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 2019,2020,2021)**
(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**

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent
82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.