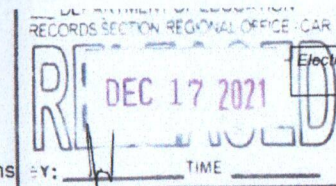


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



Electronic copy to be submitted in e-format
CIVIL SERVICE COMMISSION - CAR
CSC FO - Benguet



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Date: 12-17-2021 Time: 10:58

Docket/Control No. 2021-12-17 290

by: RYDE B. OLMOS, Admin. Aide IV

FLORANTE E. VERGARA
Name, Signature & Position

Officer in Charge - Assistant Regional Director

Date: 12/17/2021

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 CAR.

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	Chief Administrative Officer	OSEC-DECSB- CADOE-90012-2004	24	86,742	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years Supervisory/ management experience	Career Service Professional/ 2nd Level Eligibility	- Building Collaborative, inclusive Working Relationships - Managing Performance and Coaching for Results - Leading Change Thinking Strategically and Creatively - Creating and Nurturing a High Performing Organization	DepEd-CAR Regional Office, Administrative Division

***Please see attached Job Description of the Position**

Interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply. Attach the following documents to the application letter and send to the address below not later than **December 27, 2021**.

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;
2. Three (3) recent Performance ratings (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Certificates of trainings/seminars attended
6. Service records
7. Other pertinent documents

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

ESTELA L. CARIÑO EdD, CESO III

Regional Director

Dep-Ed - CAR, Regional Office, Wangal, La Trinidad, Benguet

<http://www.depedcar.ph/jobs/online-application>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date of Posting:

DEC 17 2021