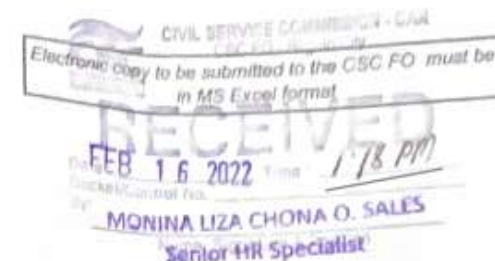


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

delina
MA. LOUELLA C. MONCADA
Administrative Officer IV (HRMO)

Date: February 16, 2022

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	PUBLIC SCHOOL DISTRICT SUPERVISOR	OSEC-DECSB-PSDS-90036-2014	22	69963	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in Instructional Supervision and School Management	16 hours of relevant training	RA 1080 (Teacher)		Schools Division Office of Baguio City
2	Administrative Assistant II (Disbursing Officer)	ADAS2-90020-2014	8	18998	Completion of two year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	Preferably Acctg. Management Acctg. or Financial Management graduate	Roxas National High School

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 **February 28, 2022**

***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 last **three (3) rating period (SY 2018-2019, 2019-2020 and 2020-2021)**
 - * 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.

* QUALIFIED APPLICANTS are advised to submit their documents to the school where the vacancy exist (for T-III, T-II, T-I position)

**For Non-Teaching Position submit at Division Office to be received by 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

Department of Education

82 Military Cut-Off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.