

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

**DEPT. DIVISION OFFICE**  
**BAGUIO CITY**  
**RELEASED**  
DATE: NOV 21 2022  
TIME: 11:14  
BY: hml

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:

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

Date: November 21, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assessment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Assistant I (Computer Operator I)	Casual	7	17,899.00	Bachelor's degree	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996-Cat. I) First Level Eligibility		Division Office

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 **December 06, 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:

- \*Application Letter
- \***Self Certification on the Authenticity and Validity of all documents submitted (Form to be downloaded at Depedpines.com)**
- \* 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)
- \*Performance Rating for the last **three (3) rating period (SY 2019-2020, 2020-2021 and 2021-2022)**
- \*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 at Deped 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.**