

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

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By: JOHNNY C. VILLANUEVA
NAPPO Regional Office - Baguio City

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: December 5, 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	Administrative Assistant II	OSEC-DECSB-ADAS2-90040-2018	8	18998	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility		Baguio City 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 **December 16, 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.**

Requirments:

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

1. Application Letter
2. Self Certification on the Authenticity and Validity of all documents submitted (Form to be downloaded at depedpines.com)
3. 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;

4. Performance rating for the **three (3) recent rating periods (SY 2019-2020, 2020-2021 and 2021-2022)**;
5. Service Record duly signed by the Administrative Officer V/ Head of Office;
6. Certificate of Employment, or Appointment or Contract of Service;
7. Authenticated Certificate of Eligibility/Rating/License (whichever is applicable);
8. Outstanding/Meritorious Accomplishments (Awards, Innovation, Research and Devt. Project, Publication/Authorship, Consultancy/Resource Speakership);
9. Authenticated official Transcript of Records; with certification if Completed Academic requirements for Masteral or Doctorate;
10. Certificate of Trainings and Seminars attended relevant to the position applied for (with complete attachments); and
11. 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:

FEDERICO P. MARTIN, EdD, CEEd, CESO V

Schools Division Superintendent

82 Military Cut-off, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.