

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:

MA. LOUELLA C. MONCADA
Administrative Officer IV

Date: April 24, 2023

RECEIVED
APR 24 2023 Time: 11:08 AM
Docket/Control No. [Signature]
By: JOHNNY J. VILLANUEVA
Administrative Officer IV

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 III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-90047-2004	9	21 211	Completion of Two Years in College	One (1) year relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional (First Level Eligibility)	(Preferably Accounting, Management Accounting, Financial Accounting graduate)	Pines City National High School

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below on or before May 4, 2023

***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

- * Duly accomplished **Annex C - CHECKLIST OF REQUIREMENTS and OMNIBUS SWORN STATEMENT CERTIFICATION** (to be downloaded at www.depedpines.com)
- * Letter of intent addressed to the Head of Office, or to the highest Human Resource Officer designated by the Head of Office
- * 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;
- * Photocopy of the Performance Rating in the last rating period(s) covering 1 year performance prior to the assessment, if applicable
- * Photocopy of valid and updated PRC license/ID, if applicable
- * Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- * Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- * Other documents required under Annex C, item K

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LOUELLA C. MONCADA
Human Resource Management Officer
82 Military Cut-off Road, Baguio City
sdobaguio.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.