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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant II (SHS)</td>
<td>OSEC-DECsb-ADAS2-30101-2016 OSEC-DECsb-ADAS2-30097-2016 OSEC-DECsb-ADAS2-30110-2016</td>
<td>8</td>
<td>16,758</td>
<td>Completion of two (2) years in College</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>Career service sub-professional or appropriate first level eligibility</td>
<td></td>
<td>Schools Division Office</td>
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<tr>
<td>2</td>
<td>Administrative Assistant I</td>
<td>OSEC-DECsb-ADAS1-30033-2015</td>
<td>7</td>
<td>15,738</td>
<td>Completion of two (2) years in College or High School graduate with relevant vocational/trade course</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>Career service sub-professional or appropriate first level eligibility</td>
<td></td>
<td>Schools Division Office</td>
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<tr>
<td>3</td>
<td>Administrative Aide VI</td>
<td>OSEC-DECsb-ADA6-30023-2005</td>
<td>6</td>
<td>14,847</td>
<td>High School graduate or completion of 2 years relevant vocational course</td>
<td>One (1) year of relevant experience</td>
<td>Four (4) hours of relevant Training</td>
<td>Relevant MC 11, s. 1996 Career Service (Sub-Professional/First Level Eligibility)</td>
<td></td>
<td>Curriculum Implementation Division</td>
</tr>
</tbody>
</table>
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address mentioned when the announcement for evaluation / assessment shall be made in our agency website.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Certificate/s of Employment
6. Photocopy of prior attested Appointment (Certified True Copy)

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

ARACELI D. DY
HRMO
Shoe Ave., Sta. Elena, Marikina City
hrmo.marikina@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.