



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

CIVIL SERVICE COMMISSION
National Capital Region
CSFO-UP

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By: _____
DATE: _____ TIME: _____

JAN 28 2020

Electronic Form Submitted to the CSC
File must be in MS Excel format

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:

Araceli D. Dy
ARACELI D. DY

Head Teacher III / Officer-In-Charge, HRMO

Date: January 23, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (SHS)	OSEC-DECSB-ADAS2-30101-2016 OSEC-DECSB-ADAS2-30097-2016 OSEC-DECSB-ADAS2-30110-2016	8	16,758	Completion of two (2) years in College	One (1) year relevant experience	Four (4) hours of relevant training	Career service sub-professional or appropriate first level eligibility		Schools Division Office
2	Administrative Assistant I	OSEC-DECSB-ADAS1-30033-2015	7	15,738	Completion of two (2) years in College or High School graduate with relevant vocational/trade course	One (1) year relevant experience	Four (4) hours of relevant training	Career service sub-professional or appropriate first level eligibility		Schools Division Office
3	Administrative Aide VI	OSEC-DECSB-ADA6-30023-2005	6	14,847	High School graduate or completion of 2 years relevant vocational course	One (1) year of relevant experience	Four (4) hours of relevant Training	Relevant MC 11, s. 1996 Career Service (Sub-Professional/ First Level Eligibility)		Curriculum Implementation Division

4	Administrative Aide VI	OSEC-DECSB-ADA6-30036-2015 OSEC-DECSB-ADA6-30035-2015	6	14,847	High School graduate or completion of 2 years relevant vocational course	One (1) year of relevant experience	Four (4) hours of relevant Training	Relevant MC 11, s. 1996 Career Service (Sub-Professional/ First Level Eligibility)	Schools Division Office
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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.