

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

NOV 28 2019

Electronic copy to be submitted to the CSC

CIVIL SERVICE COMMISSION
National Capital Region
CSFO-UP
NOV 28 2019

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions Date: **NOV 28 2019**

To: CIVIL SERVICE COMMISSION (CSC)

By: COF DATE: NOV 28 2019 TIME: 3:00pm

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:

Date: November 27, 2019

Araceli
ARACELI D. DY
HRMO

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	SCHOOL PRINCIPAL IV	OSEC-DECSEB-SP4-30234-2010	22	65,319	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units plus 6 units of Management	3 years as principal	40 hours of relevant training	RA 1080 passer	N/A	Marikina High School	

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CIVIL SERVICE COMMISSION
National Capital Region
CSFO-UP

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DATE: _____
TIME: 7:00 pm

2	HEAD TEACHER III	OSEC-DECSB-HTEACH3-30011-2005	16	33,584	Bachelor's degree in Elementary/Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years or Teacher-In-Charge for 2 years; Teacher for 5 years	24 hours relevant training	RA 1080/PBET/LE T Passer	N/A	Parang High School
3	Administrative Assistant II (SHS)	OSEC-DECSB-ADAS2-30095-2016 OSEC-DECSB-ADAS2-30099-2016	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	N/A	Schools Division Office
4	Administrative Assistant II	OSEC-DECSB-ADAS2-30084-2007	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	N/A	Concepcion Integrated School - Secondary Level
5	Administrative Aide IV	OSEC-DECSB-ADA4-30024-2005	4	13,214	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service Professional or appropriate second level eligibility	N/A	Marikina Science 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 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:

ARACELID. DY

HRMO

Shoe Ave., Sta. Elena, Marikina City

hrmo.marikina@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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National Capital Region	
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