

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:

[Signature]
SHERYL R. PUYO
HRMO

Date: 10/24/2018

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 Officer V (Records Officer III)	OSEC-DECSB-ADOF5-1020004-2004	18	38085	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional	None	DepEd Caraga Regional Office
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-1020086-2014	6	14340	Completion of two years studies in college	None	None	CS Sub-Professio	None	DepEd Caraga Regional Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 20, 2018.

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.

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

FRANCIS CESAR B. BRINGAS, CESO V
OIC, Regional Director
J. Rosales Ave., Butuan City
caraga.personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posted: 26 OCT 2018