


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. SHARON S. BARRIENTOS

HRMO

Date: March 08, 2021

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 Aide VI	OSEC-DECSB-ADA6-420089-2014	6	16,877	Completion of 2 yrs studies in college	None Required	None Required	Career Service (Sub Professional)	N/A	DIV OF CAPIZ, OSDS
2	Administrative Aide VI	OSEC-DECSB-ADA6-420066-2004	6	16,877	Completion of 2 yrs studies in college	None Required	None Required	Career Service (Sub Professional)	N/A	DIV OF CAPIZ, OSDS
3	Administrative Aide VI	OSEC-DECSB-ADA6-420091-2014	6	16,877	Completion of 2 yrs studies in college	None Required	None Required	Career Service (Sub Professional)	N/A	DIV OF CAPIZ, OSDS
4	Administrative Assistant III	OSEC-DECSB-ADAS3-420034-2007	11	25439	Completion of 2yrs studies in college	4 hours of relevant training	1 year relevant experience	CS Sub- Professional/First Level Eligibility	N/A	JAGNAYA NHS
5	Administrative Assistant III	OSEC-DECSB-ADAS3-420031-2007	11	25439	Completion of 2yrs studies in college	4 hours of relevant training	1 year relevant experience	CS Sub- Professional/First Level Eligibility	N/A	VICENTE ANDAYA NHS
6	Project Development Officer I	OSEC-DECSB-PDO1-420110-2016	11	25439	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional/ Second Level Eligibility)	N/A	DIV OF CAPIZ, SHS

7	Administrative Officer II	OSEC-DECSB-ADOF2-420200-2016	11	25439	Bachelor's Degree	None Required	None Required	Career Service (Professional/ Second Level Eligibility)	NA	DIVISION OF CAPIZ SENIOR 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 not later than March 19, 2021, 2021.

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 ;
4. Photocopy of Transcript of Records.

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

MA. SHARON S. BARRIENTOS
Administrative Officer IV/HRMO-II
Department of Education, Schools Division of Capiz
capiz@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.