


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: **November 05, 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 Officer II	OSEC-DECSB-ADOF2-420080-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
2	Administrative Officer II	OSEC-DECSB-ADOF2-420081-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
3	Administrative Officer II	OSEC-DECSB-ADOF2-420082-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
4	Administrative Officer II	OSEC-DECSB-ADOF2-420083-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
5	Administrative Officer II	OSEC-DECSB-ADOF2-420084-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
6	Administrative Officer II	OSEC-DECSB-ADOF2-420085-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
7	Administrative Officer II	OSEC-DECSB-ADOF2-420086-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS

8	Administrative Officer II	OSEC-DECSB-ADOF2-420087-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
9	Administrative Officer II	OSEC-DECSB-ADOF2-420088-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
10	Administrative Officer II	OSEC-DECSB-ADOF2-420089-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
11	Administrative Officer II	OSEC-DECSB-ADOF2-420090-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
12	Administrative Officer II	OSEC-DECSB-ADOF2-420091-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
13	Administrative Officer II	OSEC-DECSB-ADOF2-420092-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
14	Administrative Officer II	OSEC-DECSB-ADOF2-420093-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
15	Administrative Officer II	OSEC-DECSB-ADOF2-420094-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
16	Administrative Officer II	OSEC-DECSB-ADOF2-420095-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
17	Administrative Officer II	OSEC-DECSB-ADOF2-420096-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
18	Administrative Officer II	OSEC-DECSB-ADOF2-420097-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
19	Administrative Officer II	OSEC-DECSB-ADOF2-420098-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS

20	Administrative Officer II	OSEC-DECSB-ADOF2-420099-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
21	Administrative Officer II	OSEC-DECSB-ADOF2-420100-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
22	Administrative Officer II	OSEC-DECSB-ADOF2-420101-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
23	Administrative Officer II	OSEC-DECSB-ADOF2-420102-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
24	Administrative Officer II	OSEC-DECSB-ADOF2-420103-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
25	Administrative Officer II	OSEC-DECSB-ADOF2-420104-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
26	Administrative Officer II	OSEC-DECSB-ADOF2-420105-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
27	Administrative Officer II	OSEC-DECSB-ADOF2-420106-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
28	Administrative Officer II	OSEC-DECSB-ADOF2-420107-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
29	Administrative Officer II	OSEC-DECSB-ADOF2-420108-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
30	Administrative Officer II	OSEC-DECSB-ADOF2-420109-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
31	Administrative Officer II	OSEC-DECSB-ADOF2-420110-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS

32	Administrative Officer II	OSEC-DECSB-ADOF2-420111-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
33	Administrative Officer II	OSEC-DECSB-ADOF2-420112-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
34	Administrative Officer II	OSEC-DECSB-ADOF2-420113-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
35	Administrative Officer II	OSEC-DECSB-ADOF2-420114-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
36	Administrative Officer II	OSEC-DECSB-ADOF2-420115-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
37	Administrative Officer II	OSEC-DECSB-ADOF2-420116-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
38	Administrative Officer II	OSEC-DECSB-ADOF2-420117-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
39	Administrative Officer II	OSEC-DECSB-ADOF2-420118-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
40	Administrative Officer II	OSEC-DECSB-ADOF2-420119-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
41	Administrative Officer II	OSEC-DECSB-ADOF2-420120-2021	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional or Second Level Eligibility)	NA	DIVISION OF CAPIZ- OSDS
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INSTRUCTIONS/ REMARKS:

Interested applicants , regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application along with other requirements enumerated below to the Division Office. All documents must be sent not later than **November 18, 2021**.

Documents:

1. Letter of intent specifying the position applied.
2. Fully accomplished Personal Data Sheet with recent pass-port sized picture (CS Form 2012, Revised 2017)

- which can be downloaded at www.csc.gov.ph
3. Performance Rating for the last 3 rating periods (if applicable)
 4. Service Record, Certificate of Employment if employed by a private company , duties and functions certified by the HR Officer/ or Head of Agency
 5. Outstanding Accomplishments
 - a. Outstanding Employee Award
 - b. Innovation(s) duly approved by the Head of Office
 - c. Research and Development Projects conducted
 - d. Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
 - e. Articles published in news paper/ magazine of wide circulation
 6. Photocopy of Transcript of Records and/or Highest Educational Attainment
 7. Certificate of Trainings/Participation (relevant to the position applied for)
 8. Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct
 9. Photocopy of certificate of eligibility/license/board of rating
 10. Copy of Publication which can be viewed in the DepEd Capiz Division Website & csc.gov.ph

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

Applicants for Non-Teaching position shall apply on-line or register on the link provided <https://bit.ly/37TE176>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.