

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepED Regional Office IX Proper) in the CSC website:


PILAR G. LAYON
Administrative Officer V

Date: May 21, 2024

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assign
					Education	Training	Experience	Eligibility	
1	Administrative Assistant V(Data Controller III)	OSEC-DECSB-ADAA5-570019-2004	11	27,000	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional (First Level Eligibility)	Finance Division
2	Administrative Assistant I	OSEC-DECSB-ADAA1-570041-2014	7	18,620	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Human Resource Development Division
3	Administrative Aide VI	OSEC-DECSB-ADA6-570010-2004	6	17,553	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Administrative Division
4	Administrative Aide VI	OSEC-DECSB-ADA6-570018-2004	6	17,553	Completion of 2 years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)	Administrative Division

The positions are open to interested applicants regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation provided that they meet the minimum requirement. 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 June 1, 2024.

- Letter of intent addressed to the Head of Office, or to the highest human resource management officer designated by the Head of Office
- Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- Photocopy of valid and updated PRC Licensed/ID
- Photocopy of Certificate of Eligibility/Ratings
- Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
- Photocopy of Certificate/s of Training, if applicable
- Photocopy of Certificate of Employment, or Contract of Service, or duly signed Service Record, whichever is/are applicable
- Photocopy of latest appointment, if applicable
- Photocopy of the Performance Rating in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable
- Checklist of Requirements and Omnibus Sworn Statement on the Certificate of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R.A. No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C of DO 007, s. 2023), notarized by authorized officials under Section 41 of the Republic Act (RA) 10755
- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

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

Dr. Ruth L. Fuentes, CESO IV
Regional Director
DepEd RO IX, Balintawak, Pagadian City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED/INCLUDED IN THE POOL OF APPLICANTS.