

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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

DR. ISABELITA M. BORRES, CESO III
(Head of Agency)

Date: March 8, 2018

No.	Position Title	Plantilla Item No.	Salary / Job/ Pay Grade	Qualification Standards			Place of Assignment
				Education	Training	Experience	
1	ACCOUNTANT I	OSEC-DECSB-A1-570038-2014	12	Bachelor's degree in Commerce/Business Administration	None required	None required	Finance Division
2	COMPUTER MAINTENANCE TECHNOLOGIST I	OSEC-DECSB-CTMT1-570054-2014	11			RA 1080 (CPA) Career Service (Professional) (Second Level Eligibility)	ICT Unit, Office of the Regional Director
3	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-570011-2004	6	Completion of 2 years studies in college	None required	None required	Section, Administrative

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 28, 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Duly authenticated copy of Transcript of Records.
5. Service Records (if applicable)
6. Duly authenticated Certificates of recognition, seminars/trainings attended
7. Copy of latest approved appointment (if applicable)

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

Dr. Isabelita M. Borres, CESO III
Regional Director
Airport Road, Tiguma, Pagadian City
region9@deped.gov.ph/pilar.layon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.