

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:

DR. ISABELITA M. BORRES  
(Head of Agency)  
Date: \_\_\_\_\_  
Ma: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Compet (if applicable)
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE ASSISTANT I	OSEC-DECSB-ADAS1-570040-2014	7	15,254.00	Completion of two year studies in college	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub.Prof.)	Computer	
2	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA4-570012-2004	4	12,674.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub.Prof.) First Level Eligibility	Computer	
3	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-570016-2004	3	11,914.00	Must be able to read and write/Elementary School Graduate	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub.Prof.) First Level Eligibility	Computer	

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 May 25, 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](http://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. Isabella M. Borres, CESO III  
Regional Director  
Airport Road, Tiguma, Pagadian City  
[region9@deped.gov.ph](mailto:region9@deped.gov.ph)/[pilar.layon@deped.gov.ph](mailto:pilar.layon@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.