

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:

DATE: 06 JUN 2019  
DR. ISABELITA M. BORRES, CESO III  
(Head of Agency)  
June 6, 2019

No.	Position Title	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-ADA6-670010-2004	6	14,847	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS-Sub.Prof. First Level Eligibility	Computer literate	Personnel Section, Administrative Division

The position is 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 17, 2019.

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. Isabelita M. Borres, CESO III  
Regional Director  
Airport Road, Tiguma, Pagadian City  
[region9@deped.gov.ph](mailto:region9@deped.gov.ph)/[pliar.layon@deped.gov.ph](mailto:pliar.layon@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ADMIN-PER-TF-2019-128  
PGL