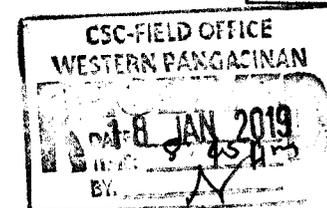


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

Bautista
PILITA O. BAUTISTA
HRMO

Date: January 15, 2019

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	Compe tency (if	
1	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60075-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Division Office Proper
2	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60149-2014	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Division Office Proper
3	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60178-2017	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Division Office Proper
4	Administrative Assistant II (Disbursing Officer II)	ADAS2-60030-2014	8	16758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Carael NHS
5	Administrative Assistant II (Disbursing Officer II)	ADAS2-60051-2018	8	16758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Bonuan Buquig NHS
6	Administrative Assistant II (Disbursing Officer II)	ADAS2-60052-2018	8	16758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Dagupan City NHS
7	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60076-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		JJDVSTVSS

8	Administrative Assistant II (Disbursing Officer II)	ADAS2-60053-2018	8	16758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	JJDVSTVSS
9	School Principal III	SP3-60129-2010	21	57805	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	2 years as Principal	RA 1080 (Teacher)	Elementary School
10	Administrative Officer II	ADOF2-60013-2016	11	20754	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility	SHS

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 February 1, 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;
2. Requirements as stated in DepEd Order No. 66, s. 2007 for non-teaching positions and DepEd Order No. 42, s. 2007 for school head position;
3. Photocopy of certificate of eligibility/rating/license; and

QUALIFIED APPLICANTS are advised to hand in their application to:

PILITA O. BAUTISTA
Administrative Officer IV
urgos St., Poblacion Oeste, Dagupan City 240

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.