



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:

KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Date:

20 DEC 2022

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	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	OSEC-DECSB-ADAS3-1020043-2014	9	20402	Completion of two years studies in College or High School graduate with relevant vocational trade course	4 hours of relevant training	1 year Relevant Experience	Data Encoder (MC 11, s.1996 - Cat. I) / CS Subprofessional		Schools Division Office of Surigao City
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020114-2014	9	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City - Anomar National High School
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020233-2017	9	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020046-2014	9	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City - Mat-i National High School
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020044-2014	9	20402	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
6	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-1020052-2014	8	18998	Completion of two years studies in College or High School graduate with relevant vocational trade course	4 hours of relevant training	1 year of relevant experience	Data Encoder (MC 11, s.1996 - Cat. I) / CS Subprofessional		Schools Division Office of Surigao City - Anomar National High School
7	Administrative Assistant II (Data Entry Machine Operator II)	OSEC-DECSB-ADAS2-1020219-2017	8	18998	Completion of two years studies in College or High School graduate with relevant vocational trade course	4 hours of relevant training	1 year of relevant experience	Data Encoder (MC 11, s.1996 - Cat. I) / CS Subprofessional		Schools Division Office of Surigao City
8	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020337-2016	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
9	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020329-2016	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City

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10	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020252-2017	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
11	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020098-2018	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
12	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020335-2016	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City
13	Administrative Assistant II (Bookkeeper)	OSEC-DECSB-ADAS2-1020344-2016	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Schools Division Office of Surigao City

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

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records

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

KAREN L. GALANIDA, PhD, CESO V

Schools Division Superintendent

M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte

surigaocity.personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.