

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

CIVIL SERVICE COMMISSION
FIELD OFFICE-BULACAN

RECEIVED

CHRISVOLONT C. BATAAC
Administrative Officer II

By: *[Signature]*
Date: **MAY 05 2023**
Time: **8:07 p**

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

FILE

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:

[Signature]
FLORICEL G. MEDINA
Administrative Officer IV

Date: May 05, 2023

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 Officer II	OSEC-DECSB-ADOF2-150599-2021	11	27000	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) / Second Level Eligibility		Elementary School
2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-150198-2018	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility		SDO PROPER
3	Administrative Assistant III (Storekeeper III)	OSEC-DECSB-ADAS3-150204-2018	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility		SDO PROPER

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 15, 2023.

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; and
4. Photocopy of Transcript of Records.

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

FLORICEL G. MEDINA
Administrative Officer IV
Pag-asa St., Malhacan, Meycauayan City, Bulacan
HRMO.SDOMeyc@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.