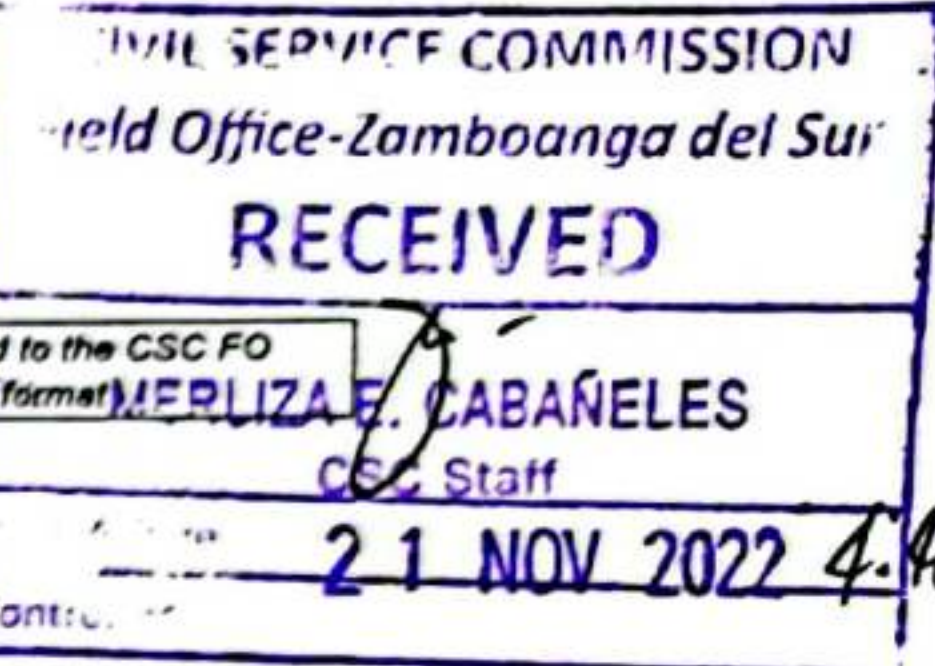


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:

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



[Signature]
PILAR G. LAYON
Administrative Officer V

Date: November 21, 2022

	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 Assistant I	OSEC-DECSB-ADAS1-570034-2014	7	P 17,899	Completion of two year studies in college or high school graduate with technical-vocational course	None required	None required	Career Sub Professional (First Level Eligibility)	Basic knowledge in Computer operations, Microsoft Word, Excel, Power point and, use of internet	Public Affairs Unit-Office of the Regional Director

The positions are 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 December 2, 2022.

1. Letter of intent
2. 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;
3. Performance rating in the present position for one (1) year (if applicable);
4. Duly authenticated copy of certificate of eligibility/rating/license
5. Duly authenticated copy of Transcript of Records.
6. Certificate of employment, Contract of Service or duly signed Service Records (whichever is applicable)
7. Duly authenticated Certificates of recognition, seminars/trainings attended
8. Copy of latest approved appointment (if applicable)
9. Other supporting documents for ranking purposes

INTERESTED APPLICANTS are advised to hand in or send through courier their application to:

Dr. Ruth L. Fuentes, CESO IV

Director IV

Regional Director

Balintawak, Pagadian City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.