

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 EO  
must be in MS Excel format

  
PILAR G. LAYON  
Administrative Officer V  
(Head of Agency)

CIVIL SERVICE COMMISSION  
Field Office-Zamboanga del Sur  
**RECEIVED**  
BY: MERLIZA E. CABAÑELES  
CSC Staff  
DEC 06 2022  
Control No:

Date: December 6, 2022

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-ADA6-570019-2004	6	P 16, 877	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service Sub-Professional	Computer literate	Payroll Unit, Administrative Division

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 16, 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](http://www.csc.gov.ph);
3. Performance rating in the present position for one (1) year (if applicable);
4. Copy of certificate of eligibility/rating/license
5. Copy of Transcript of Records.
6. Certificate of employment, Contract of Service or duly signed Service Records (whichever is applicable)
7. Certificates of recognition, seminars/trainings attended
8. Copy of latest approved appointment (if applicable)
9. Other supporting documents for ranking purposes

QUALIFIED 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.