

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

Field Office - Zamboanga del Sur
RECEIVED
BY: JOYMIE A. GUMITAO
CSC Staff
Date: JUN 23 2025
Job No. _____

Electronic copy to be submitted
must be in MS Excel
PILAR G. LAYON
Administrative Officer v

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:

Date: June 23, 2025

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Legal Assistant II	OSEC-DECSB-LEA2-570053-2014	12	32,245	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)		Legal Unit,
2	Computer Maintenance Technologist I	OSEC-DECSB-CTMT1-570054-2014	11	30,024	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)		ICT Unit, C

DepEd preferred qualification for Legal
Assistant II
Education: Preferably LLB or at least 18 units of LLB
Training: 4 hours of relevant training
Experience: 1 year of relevant experience
Others: Basic knowledge in computer operation such as Microsoft
Office, Excel, Power Point, use of internet

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 July 3, 2025.

1. Letter of intent addressed to the Head of Office, or to the highest human resource management officer designated by the Head of Office
2. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
3. Photocopy of valid and updated PRC Licensed/ID
4. Photocopy of Certificate of Eligibility/Ratings
5. Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees
6. Photocopy of Certificate/s of Training, if applicable
7. Photocopy of Certificate of Employment, or Contract of Service, or duly signed Service Record, whichever is/are applicable
8. Photocopy of latest appointment, if applicable
9. Photocopy of the Performance Rating in the last rating period(s) covering one(1) year performance in the current/latest position prior to the deadline of submission, if applicable
10. Checklist of Requirements and Omnibus Sworn Statement on the Certificate of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to R.A. No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C of DO 007, s. 2023), notarized by authorized officials under Section 41 of the Republic Act (RA) 10755
11. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment

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

Ruth L. Fuentes, CESO III
Regional Director
DepEd RO IX, Balintawak, Pagadian City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED/INCLUDED IN THE POOL OF APPLICANTS.