

Republic of the Philippines
Department of Education - Division of Digos City
Request for Publication of Vacant Positions

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

RECEIVED

20 JUL 2020

Time: 2:53 PM

By: ALELI M. CHIONG, RN, MBA
Administrative Officer IV-HRMO

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions at the DEPED-Division of Digos City in the CSC website:

Date: **July 20, 2020**

No.	Position Title(Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job Pay/ Grade	Monthly Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750294-2020	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	NEW ITEM
2	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750295-2020								
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750296-2020								
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750297-2020								

5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750298-2020	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	NEW ITEM
6	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750299-2020								
7	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750300-2020								
8	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750301-2020								
9	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750302-2020								
10	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750303-2020								
11	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750304-2020								
12	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750305-2020								

13	ADMINISTRATIVE OFFICER II	OSEC-DECSB-ADOF2-750306-2020	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	NEW ITEM
X	X	X	X	X	X	X	X	X	X	X

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. 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 **August 4, 2020**.

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 Ratings in the last rating period (if applicable)
3. Photocopy of Certificate of Eligibility/Rating/License
4. Photocopy of the Official Transcript of Records with CAV
5. Photocopy of the Certificates of Speakership/Trainings/Seminar/Recognition/Awards/Commendations not used in the latest promotion.
6. Certificate of Employment.
7. Updated Service Record

Application Letter Address to:

CRISTY C. EPE

Schools Division Superintendent
Office of the Schools Division Superintendent

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

ALELI M. CHIONG, RN, MBA

Administrative Officer IV-HRMO

Division of Digos City

Roxas corner Lopez Jaena Streets, Barangay Zone II, Digos City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED