

Republic of the Philippines
Department of Education RO XI
Request for Publication of Vacant Position/s

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 RO XI in the CSC website:

GENAMIE G. SOLITARIO
TCE II/OIC-HRMO III

Date: February 13, 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		
1	Computer Maintenance Technologist I	OSEC-DECSB-CTMT1-750007-2014	11	Php22,316.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Information and Communication Technology Unit (ICTU)

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 February 28, 2020.

1. Letter of Intent/Application Letter (addressed to the Regional Director);
2. Fully accomplished and notarized 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 Evaluation Ratings (last 3 rating period) (if applicable);
4. Authenticated certificate of eligibility/rating/license;
5. Authenticated copy of Official Transcript of Records (with CAV issued by CHED);
6. Updated Service Records;
7. Certificate of Employment;
8. Certificate of training/ seminar/ workshops attended relevant to vacant position, recognition/ appreciation within 5 years and not used in the latest promotion;
9. Latest Appointment (validated by CSC) (for Government Employees);
10. Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
11. Current Neuro-psychiatrist exam result;
12. Clearances - Police and NBI Clearance;
13. Current Drug Test Result; and
14. Omnibus Sworn Statement.

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

GENAMIE G. SOLITARIO
TCE II/ OIC-HRMO III
DepEd RO XI, F. Torres St., Davao City
hrmodeped11@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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



Department of Education RO XI
PERSONNEL SECTION - ADMIN. DIV.
RELEASED