


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
TCEV/OTC-HRMO III

Date: February 18, 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	Education Program Supervisor	OSEC-DECSB-EP5VR-750003-2010	22	Php66,867.00	Masters degree in education or other relevant; Masters degree with specific area of specialization	8 hours of relevant training	2 years as Principal/ 2 yrs Head Teacher/ 2 yrs Master Teacher	RA 1080 (Teacher)/ PBET/LET	Quality Assurance Division
2	Administrative Officer V (Budget Officer III)	OSEC-DECSB-ADOF5-750006-2004	18	Php42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Finance Division
3	Administrative Officer V (Human Resource Management Officer III)	OSEC-DECSB-ADOF5-750004-2004	18	Php42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Personnel Section, Administrative Services Division

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
TCEV/OTC-HRMO III
DepEd RO XI, F. Torres St., Davao City.
himodeped11@gmail.com

FEB 18 2020

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

RELEASED