

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

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

CIVIL SERVICE COMMISSION  
Davao del Sur Field Office  
**R E C E I V E D**

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:

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

17 JUL 2020

3:37 PM

Date: July 17, 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 ASSISTANT III	OSEC-DECSB-ADAS3-750086-2017	9	18,763.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional)/First Level Eligibility	N/A	SDO
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 1, 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](http://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**