

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

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 in the CSC website:

WENNIE O. GAELA
ADMINISTRATIVE OFFICER IV/HRMO II

Date: 09-Sep-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TEACHER I	OSEC- DECSB- TCH1- 271168-2012	11	25439	Bachelor of Secondary Education (BSED) or Bachelors Degree plus 18 Professionals Units in Education with appropriate major	NONE REQUIRED	NONE REQUIRED	RA 1080 /LET/ PBET	n/a	SAMPALOC NHS, SAMPALOC QUEZON

2	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-270273-2017	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	San Isidro Integrated School, Tagkawayan Quezon
3	Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-270275-2017	9	20402	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CAREER SERVICE (SUBPROFESIONAL)/FIRST LEVEL ELIGIBILITY	n/a	San Roque Ilaya NHS, Calauag Quezon

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 September 19, 2022. Furthermore, you can also visit our website at www.depedquezon.com.ph for further announcement.

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 rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

EEOP Statement:

This office highly encourage all interested and qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation.

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

WENNIE O. GAELA
 Administrative Officer IV/HRMO II
 Sitio Fori, Brgy. Talipan Pagbilao Quezon
depedquezonhr00@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

