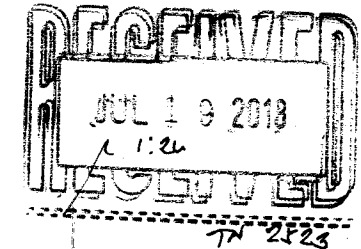


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd SDO Dagupan City in the CSC website:

Lorna G. Bugayong
LORNA G. BUGAYONG, Ph. D., CESO VI
(Head of Agency)


Date: July 18, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60181-2017, ADAS3-60182-2017, ADAS3-60183-2017	9	17,473.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility		Schools
1	Administrative Officer IV (Records Officer II)	ADOF4-60027-2015	15	29,010.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		Division Office

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 10, 2018**.

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. Requirements stated in DepEd Order No. 66, s. 2007

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


LORNA G. BUGAYONG, Ph. D., CESO VI
Schools Division Superintendent
DepEd SDO Dagupan City
Burgos St., Poblacion Oeste, Dagupan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.