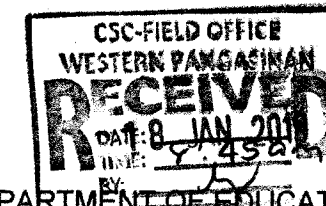


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions



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:

Pilata O. Bautista
PILATA O. BAUTISTA
HRMO

Date: January 15, 2019

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	
1	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60065-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
2	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60066-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
3	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60067-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
4	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60068-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
5	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60069-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
6	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60070-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
7	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60071-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
8	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60072-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
9	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60073-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper
10	Administrative Assistant III (Senior Bookkeeper)	ADAS3-60074-2018	9	17975	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Division Office Proper

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 1, 2019.

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 as stated in DepEd Order No. 66, s. 2007
3. Photocopy of certificate of eligibility/rating/license; and

QUALIFIED APPLICANTS are advised to hand in their application to:

PILITA O. BAUTISTA
Administrative Officer IV
3urgos St., Poblacion Oeste, Dagupan City 2401

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.