

Republic of the Philippines  
DepEd - Division of Batangas Province  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DepEd Division of Batangas Province) in the CSC website:

**Dr. Carlito D. Rocafort, CESO V**

(Head of Agency)

Date: **January 12, 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)	
1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270100-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270090-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270086-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270095-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270092-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)

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 \_\_\_\_\_.

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2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Dr. Carlito D. Rocafort, CESO V

Schools Division Superintendent

Provincial Sports Complex, Bolbok, Batangas City, Batangas

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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270083-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270093-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270087-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270084-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270081-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)

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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270094-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270092-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270088-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270084-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270094-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)

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1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270085-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270089-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270086-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270091-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270096-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OF BATANGAS PROVINCE(Secondary School)

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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270052-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270053-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270054-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270055-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270056-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270057-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270058-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270059-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270060-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270061-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270058-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270059-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270060-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270061-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270062-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270063-2017	9	16,986.00		4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270064-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270059-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270060-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270062-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270063-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
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2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270068-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270069-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270072-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270073-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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This is to request the publication of the following vacant positions of DepEd Division of Batangas Province in the CSC website:

**Dr. Carlito D. Rocafort, CESO V**

(Head of Agency)

Date: **January 12, 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)	
1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270074-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270075-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270076-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270077-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270078-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		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 \_\_\_\_\_.

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 rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Dr. Carlito D. Rocafort, CESO V

Schools Division Superintendent

Provincial Sports Complex, Bolbok, Batangas City, Batangas

[deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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DepEd - Division of Batangas Province  
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1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270079-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
2	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-270080-2017	9	16,986.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270070-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270075-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270076-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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2	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270078-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
3	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270079-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
4	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270080-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE
5	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-270081-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-Prof)		DIVISION OFFICE

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1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2- 270082-2017	8	15,818.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub- Prof)		DIVISION OFFICE
2										
3										
4										
5										

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