



Division of Oriental Mindoro
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepED - Oriental Mindoro in the CSC website:

Sgd. MARIA LUISA D. SERVANDO, Ph.D., CESO VI
Schools Division Superintendent

Date: July 2, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III	OSEC-DECSB-ADAS3-300150-2017	9	209,676.00	Completion of 2 years in College	4 hours relevant	1 year relevant	CS Subprofessional		Maujao NHS
2	Administrative Assistant III	OSEC-DECSB-ADAS3-300151-2017	9	209,676.00	Completion of 2 years in College	4 hours relevant	1 year relevant	CS Subprofessional		San Roque NHS
3	Administrative Assistant II	OSEC-DECSB-ADAS2-300151-2017	8	195,384.00	Completion of 2 years in College	4 hours relevant	1 year relevant	CS Subprofessional		Maujao NHS

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 July 12, 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. 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:

KRYSTEL CHARISMA L. JUMANOY

Human Resource Management

DepED - Sta. Isabel, Calapan City

krystelcharisma.jumanoy@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.