

**Republic of the Philippines**  
**(Name of Agency)**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of (DepEd-Div Of Sta. Rosa, City Laguna) in the CSC website:

*Helena A. Ramos*

**HELEN A. RAMOS**

OIC-Office of the Schools Division Superintendent

Date: 7/26/2018

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	Education Program Supervisor	OSEC-DECSB-EP SVR-270213-2010	22	704604	Master's Degree in Education or Other relevant master's Degree with specific area of Specialization	8 hours relevant Training	2 yrs as Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher	RA 1080 LET/PBET		Region IV-A CALABARZON
2										
3										

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 10 Calendar Day.

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:

HELEN A. RAMOS  
OIC-Schools Division Superintendent

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2nd Floor Leon C. Arcillas Memorial  
Bldg. Rizal Blvd. City of Sta. Rosa,  
Laguna

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[hrmudepedsantarosa@gmail.com](mailto:hrmudepedsantarosa@gmail.com)

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