

Republic of the Philippines  
DepEd Div. Of Santa Rosa, 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 Div. Of Santa Rosa, City Laguna in the CSC website:

**HELEN A. RAMOS**  
Officer-In-Charge  
Office of the Schools Division Superintendent  
Date: 5/30/2018

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	Assistant Principal II	OSEC-DECSB-ASP2-270337-2016	19	505,188	Bachelor's degree in education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Science with at least 18 units in professional Education	8 hrs of relevant training	2 years of relevant experience	RA 1080		Senior High School
2		OSEC-DECSB-ASP2-270338-2016	19	505,188	Bachelor's degree in education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Science with at least 18 units in professional Education	9 hrs of relevant training	3 years of relevant experience	RA 1081		Senior High School

3		OSEC-DECSB-ASP2-270339-2016	19	505,188	Bachelor's degree in education or it's equivalent with a major and minor, or Bachelor's degree in Arts and Science with at least 18 units in professional Education	10 hrs of relevant training	4 years of relevant experience	RA 1082		Senior High School
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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 days.

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  
2nd Floor Leon C. Arcillas Memorial  
[hrmudepedsantarosa@gmail.com](mailto:hrmudepedsantarosa@gmail.com)

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