

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

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(Head of Agency)

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	Disbursing Officer II	OSEC-DECSB-DO2-270077-2007	8	195,384	Completion of 2 years college	4 hours relevant trainings	1 year relevant experience	Career Service (Sub-Prof) First Level eligibilty		Pulong Sta. Cruz National High School
2										

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.