



Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

**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**

OIC - Schools Division Superintendent

Date: December 19, 2017

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 Aide VI	OSEC-DECSB-ADAS6-300032-2004	6	166,212.00	Completion 2 yrs in college	4 hrs relevant	1 yr relevant	CSC - Sub - Professional		SDO Office
2										
3										
4										
5										

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 December 29, 2017.

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:

**KRYSTEL CHARISMA L. JUMANOY**

Human Resource Management

DepED - Sta. Isabel, Calapan City

[krystelcharisma.jumanoy@deped.gov.ph](mailto:krystelcharisma.jumanoy@deped.gov.ph)

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