

Republic of the Philippines
DINAGAT ISLANDS DIVISION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd-Dinagat Islands Division in the CSC website:

DR. KAREN L. GALANIDA, CESO VI

(Head of Agency)

Date: March 12, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment		
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	ADM. ASSISTANT III	ADAS3-1020212-2017	SG-09		Completion of two (2) years studies in college	1 year Relevant Experience	4 hours relevant training	Career Service Prof./Sub Prof. (1st level) RA				
2	ADM. ASSISTANT II	ADAS2-1020230-2017	SG-08									
3	ADM. ASSISTANT II	ADAS2-1020241-2017	SG-08									
4												
5												
6												
7												
8												

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 March 26, 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:

JEDEN G. CUSTODIO

HRMO

White Beach, Dinagat, Dinagat Islands

personnel.dinagatdivision@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.