

**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  
OIC-Schools Division Superintendent

Date: May 3, 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	Admin. Assistant III	ADAS3-1020053-2014	SG-09	17,473	Completion of two 2 years studies	1 year of relevant experience	4 hours of relevant training	Carrer Service Prof/Sub.Prof. (First Level) R.A. 1080	Office of the Schools Division Office	
2	Admin. Assistant II	ADAS2-1020064-2014	SG-08	16,282						
3	Admin. Assistant II	ADAS2-1020349-2016	SG-08	16,282						
4	Admin. Assistant II	ADAS2-1020354-2016	SG-08	16,282						
5	Admin. Assistant II	ADAS2-1020350-2016	SG-08	16,282						
6	Admin. Assistant II	ADAS2-1020360-2016	SG-08	16,282						
7	Admin. Assistant I	ADAS1-1020072-2014	SG-07	15,254						
8	Admin. Aide VI	ADA6-1020092-2014	SG-06	14,340						
9	Admin. Aide VI	ADA6-1020093-2014	SG-06	14,340						
10	Admin. Aide VI	ADA6-1020095-2014	SG-06	14,340						
11	Admin. Aide VI	ADA6-1020089-2014	SG-06	14,340						
12	Admin. Aide VI	ADA6-1020094-2014	SG-06	14,340						
13	Admin. Aide III	ADA3-1020048-2004	SG-03	11,914						

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 May 22, 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](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:

SHERALYNE D. PEQUIÑA

Administrative Officer V

White Beach, Dinagat, Dinagat Islands

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

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