

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of SURIGAO DEL NORTE DIVISION in the CSC website:

NELIA S. LOMOC SO

Schools Division Superintendent

Date: July 13, 2018

No.	Position Title	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	OSEC-DECSB-ADA6-1020096-2014 OSEC-DECSB-ADA6-1020101-2014 OSEC-DECSB-ADA6-1020102-2014	6	14,340.00	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility		DIVISION OFFICE
2	Administrative Assistant I	OSEC-DESB-ADAS1-1020073-2014	7	15,254.00	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility		DIVISION OFFICE
3	NURSE II	OSEC-DECSB-NURS2-1020036-2016	15	29,010.00	Bachelor of Science in Nursing	1 year of relevant Experience	4 hours of relevant training	RA 1080 (Nurse)		SHS
4	REGISTRAR I	OSEC-DECSB-R1-1020045-2016	11	20,179.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		SHS
5	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-1020171-2017 OSEC-DECSB-ADAS3-1020170-2017	9	17,473.00	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/ First Level Eligibility		DIVISION OFFICE

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 _____.

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:

NELIA S. LOMOC SO
SCHOOLS DIVISION SUPERINTENDENT
RIZAL ST. SURIGAO CITY
surigao.delnorte@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.