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FO must be in MS Excel format

Republic of the Philippines  
DepEd Tabuk City Division  
Request for Publication of Vacant Positions

Control No 43.s.2020

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed at DepEd TABUK CITY DIVISION in the CSC Website.

SHANEY L. MARTINEZ  
FRMO  
Date: October 2, 2020

No. (Parenthetical Title, If applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-90167-2016	8	17505	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Professional (First Level Eligibility)	SDO

Interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.

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 for the last 3 rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificates of Trainings/Seminars Attended;
6. Service Records;
7. Other pertinent documents

Submit application letter and documents in four (4) sets at the DepEd Tabuk City Office through the Records Unit on or before **October 12, 2020**.  
Online application shall likewise be accepted on or before the deadline through [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph). Online applicants should bring the original copy of their documents during the interview.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**IRENE S. ANGWAY**  
OIC-Schools Division Superintendent  
City Hall Compound, Dagupan, Tabuk City  
[tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Civil Service Commission-CAR  
Kalinga field Office  
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