

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

To: CIVIL SERVICE COMMISSION (CSC)

Control No 40.s. 2020

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

SHAKE M. MARTINEZ
LRMO
Date: September 22, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards			Competency (if applicable)	Place of Assignment
						Training	Experience	Eligibility		
1	SECURITY GUARD I	OSEC-DECSB-SECG1-90069-1998	3	13019	High School Graduate	None Required	None Required	Security Guard License		KNHS
2	ADMINISTRATIVE AIDE I (Utility Worker II)	OSEC-DECSB-ADA1-90104-2004	1	11551	Must be able to read and write	None Required	None Required	None Required		KNHS

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;
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 2, 2020**.
Online application shall likewise be accepted on or before the deadline through 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

OIG-Schools Division Superintendent
City Hall Compound, Dagupan, Tabuk City
tabuk.city@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Civil Service Commission-CAR
Kalinga Field Office
Date of Publication: 9/23/20