

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

To: CIVIL SERVICE COMMISSION (CSC)

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.



IRENE S. ANGWAY

SDS

Date: M

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	
1	ADMINISTRATIVE ASSISTANT II	OSEC-D/ECSSB-ADAS2-90164-2016	8	18998	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
2	ADMINISTRATIVE ASSISTANT II	OSEC-D/ECSSB-ADAS2-90180-2017	8	18998	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
3	ADMINISTRATIVE ASSISTANT II	OSEC-D/ECSSB-ADAS2-90022-2016	8	18998	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
4	ADMINISTRATIVE ASSISTANT II	OSEC-D/ECSSB-ADAS2-90060-2018	8	18998	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
5	ADMINISTRATIVE ASSISTANT II	OSEC-D/ECSSB-ADAS2-90166-2016	8	18998	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)
6	ADMINISTRATIVE AIDE VI	OSEC-D/ECSSB-ADA6-90012-2016	6	16877	At least Two year college level	None required	None required	Career Service Sub-Professional (First Level Eligibility)

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. Applicants should signify their interest in writing and attach the following:

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/training/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 March 17, 2021.

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
Schools Division Superintendent
BCS Compound, Purok 2, Bulanao Norte, Tabuk City
tabuk.city@deped.gov.ph

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.