

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



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

SHERYL R. PUYO
HRMO

Date: 4/4/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	NUTRITIONIST-DIETICIAN II	OSEC-DECSB-ND2-1020001-1999	15	36619	Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080		DepEd Caraga Regional Office
2	PLANNING OFFICER III	OSEC-DECSB-PLO3-1020014-2014	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
3	STATISTICIAN I	OSEC-DECSB-STAT1-1020001-1999	11	27000	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
4	ADMINISTRATIVE OFFICER II (HRMO I)	OSEC-DECSB-ADOF2-1020002-2019	11	27000	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
5	ADMINISTRATIVE OFFICER I (Supply Officer I)	OSEC-DECSB-ADOF1-1020125-2014	10	23176	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility		DepEd Caraga Regional Office
6	ADMINISTRATIVE ASSISTANT I (Secretary I)	OSEC-DECSB-ADAS1-1020065-2014	7	18620	Completion of two years in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		DepEd Caraga Regional Office
7	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-1020085-2014	6	17553	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		DepEd Caraga Regional Office

8	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DECSB-ADA6-1020086-2014	6	17553	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		DepEd Caraga Regional Office
9	ADMINISTRATIVE AIDE IV (Clerk II)	OSEC-DECSB-ADA4-1020014-2004	4	15586	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) First Level Eligibility		DepEd Caraga Regional Office
10	ADMINISTRATIVE AIDE III (Clerk I)	OSEC-DECSB-ADA3-1020008-2004	3	14678	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		DepEd Caraga Regional 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 April 24, 2023.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; certificates of trainings, recognition, commendations, (if any) and
4. Photocopy of Transcript of Records with CAV.

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

MA. GEMMA MERCADO LEDESMA

Director IV, Regional Director

J. Rosales Ave., Butuan City

caraga.personnel@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.