

Republic of the Philippines
DEPARTMENT OF EDUCATION
Davao De Oro 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 the Department of Education-Davao De Oro Division in the CSC website:

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

2023-04-17-0962

LUZ E. COMONAL
Administrative Officer IV
HRMO
Date: April 13, 2023



No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards			Competence y (if	Place of Assignment
					Education	Training	Experience		
1	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-750045-2014	8	19744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	KAPATAGAN NHS
2		OSEC-DECSB-ADAS2-750041-2014							PINDASAN NHS
3		OSEC-DECSB-ADAS2-750137-2018							MAINIT NHS
4		OSEC-DECSB-ADAS2-750135-2018							MABINI NHS
5		OSEC-DECSB-ADAS2-750047-2004							AOSR NHS
6		OSEC-DECSB-ADAS2-750124-2017							BANTACAN NHS
7		OSEC-DECSB-ADAS2-750026-2007							MONTEVISTA NHS
8		OSEC-DECSB-ADAS2-750141-2018							MONTEVISTA NHS
9		OSEC-DECSB-ADAS2-750131-2018							COMPOSTELA NHS
10		OSEC-DECSB-ADAS2-750046-2014							MAPAWA NHS
11		OSEC-DECSB-ADAS2-750111-2017							
12		OSEC-DECSB-ADAS2-750109-2017							
13		OSEC-DECSB-ADAS2-750110-2017							SCHOOLS DIVISION OF DAVAO DE ORO
14		OSEC-DECSB-ADAS2-750131-2017							
15		OSEC-DECSB-ADAS2-750059-2014							

16	OSEC-DECSB-ADAS2-750128-2017								
17	OSEC-DECSB-ADAS2-750162-2016								
18	OSEC-DECSB-ADAS2-750200-2016								
19	OSEC-DECSB-ADAS2-750166-2016								
20	OSEC-DECSB-ADAS2-750216-2016								
21	OSEC-DECSB-ADAS2-750153-2016								
22	OSEC-DECSB-ADAS2-750154-2016								
23	OSEC-DECSB-ADAS2-750155-2016								
24	OSEC-DECSB-ADAS2-750161-2016								
25	OSEC-DECSB-ADAS2-750186-2016								
26	OSEC-DECSB-ADAS2-750164-2016								
27	OSEC-DECSB-ADAS2-750209-2016								
28	OSEC-DECSB-ADAS2-750214-2016	8	19744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		SCHOOLS DIVISION OF DAVAO DE ORO
29	OSEC-DECSB-ADAS2-750190-2016								
30	OSEC-DECSB-ADAS2-750182-2016								
31	OSEC-DECSB-ADAS2-750203-2016								
32	OSEC-DECSB-ADAS2-750184-2016								
33	OSEC-DECSB-ADAS2-750049-2004								
34	OSEC-DECSB-ADAS2-750120-2017								
35	OSEC-DECSB-ADAS2-750117-2017								
36	OSEC-DECSB-ADAS2-750188-2016								
37	OSEC-DECSB-ADAS2-750167-2016								
38	OSEC-DECSB-ADAS2-750212-2016								
39	OSEC-DECSB-ADAS2-750213-2016								

40	OSEC-DECSB-ADAS2-750194-2016							
41	OSEC-DECSB-ADAS2-750193-2016	8	19744	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	SCHOOLS DIVISION OF DAVAO DE ORO
ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADAS2-750191-2016							
42	OSEC-DECSB-ADAS2-750191-2016							
43	OSEC-DECSB-ADAS2-750173-2016							

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than APRIL 26, 2023, to wit:

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. Duly approved performance rating for the last 3 rating period (if applicable);
3. Authenticated certificate of eligibility/rating;
4. Authenticated PRC license (not expired/or to expire within 6 months upon submission of application;
5. Certified photocopy of of Transcript of Records with CAV issued by CHED or certification from SUC;
6. Photocopy of certificate of training/seminar/workshops attended relevant to vacant position within 5 years and not used in the latest promotion;
7. Photocopy of the following: Outstanding Employee Awards; approved innovative work plan, research and development projects; publication/authorship; Certification of recognition as resource speaker in trainings/seminar/workshop/symposia; Certification of recognition as resource speaker in trainings/seminar/workshop/symposia;
8. Updated Service Records.

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

LUZ E. COMONAL
 Administrative Officer IV
 Capitol Complex, Cabildanan, Nabunturan, Davao De Oro
 personnel.davaodeoro@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

