

Republic of the Philippines
DEPARTMENT OF EDUCATION
Davao De Oro Division
Request for Publication of Vacant Positions

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

2022-12-28-1450

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:

LUZE-SOMONAL
Administrative Officer IV
HRMO
Date: December 27, 2022



No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards			Eligibility	Competenc y (if	Place of Assignment
					Education	Training	Experience			
1	ADMINISTRATIVE ASSISTANT III	OSEC-DECSB-ADAS3-750117-2014	9	20402	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		ELIZALDE NHS
2		OSEC-DECSB-ADAS3-750030-2007								MONKAYO NHS
3		OSEC-DECSB-ADAS3-750033-2007								MANAT NHS
4		OSEC-DECSB-ADAS3-750037-2007								ANDILI NHS
5		OSEC-DECSB-ADAS3-750030-2004								COMPOSTELA NHS
6		OSEC-DECSB-ADAS3-750014-2009								MAINIT NHS
7		OSEC-DECSB-ADAS3-750103-2017								SCHOOLS DIVISION OF DAVAO DE ORO
8		OSEC-DECSB-ADAS3-750095-2017								SCHOOLS DIVISION OF DAVAO DE ORO
9		OSEC-DECSB-ADAS3-750101-2017								SCHOOLS DIVISION OF DAVAO DE ORO
10		OSEC-DECSB-ADAS3-750097-2017								SCHOOLS DIVISION OF DAVAO DE ORO
11		OSEC-DECSB-ADAS3-750104-2017								SCHOOLS DIVISION OF DAVAO DE ORO

12	OSEC-DECSB-ADAS3-750099-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
13	OSEC-DECSB-ADAS3-750111-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
14	OSEC-DECSB-ADAS3-750120-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
15	OSEC-DECSB-ADAS3-750119-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
16	OSEC-DECSB-ADAS3-750114-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
17	OSEC-DECSB-ADAS3-750267-2018						SCHOOLS DIVISION OF DAVAO DE ORO	
18	OSEC-DECSB-ADAS3-750268-2018						SCHOOLS DIVISION OF DAVAO DE ORO	
19	OSEC-DECSB-ADAS3-750099-2014	9	20402	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
20	OSEC-DECSB-ADAS3-750264-2018						SCHOOLS DIVISION OF DAVAO DE ORO	
21	OSEC-DECSB-ADAS3-750263-2018						SCHOOLS DIVISION OF DAVAO DE ORO	
22	OSEC-DECSB-ADAS3-750108-2014						SCHOOLS DIVISION OF DAVAO DE ORO	
23	OSEC-DECSB-ADAS3-750110-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
24	OSEC-DECSB-ADAS3-750113-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
25	OSEC-DECSB-ADAS3-750107-2014						SCHOOLS DIVISION OF DAVAO DE ORO	
26	OSEC-DECSB-ADAS3-750118-2017						SCHOOLS DIVISION OF DAVAO DE ORO	
27	OSEC-DECSB-ADAS3-750112-2017						SCHOOLS DIVISION OF DAVAO DE ORO	

28	OSEC-DECSB-ADAS3-750270-2018						SCHOOLS DIVISION OF DAVAO DE ORO	
29	OSEC-DECSB-ADAS3-750105-2014						SCHOOLS DIVISION OF DAVAO DE ORO	
30	OSEC-DECSB-ADAS3-750142-2014						SCHOOLS DIVISION OF DAVAO DE ORO	
31	OSEC-DECSB-ADAS3-750269-2018	9	20402	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
32	OSEC-DECSB-ADAS3-750122-2014							BABAG NHS
33	OSEC-DECSB-ADAS3-750108-2017							PASIAN NHS
34	OSEC-DECSB-ADAS3-750109-2014							SCHOOLS DIVISION OF DAVAO DE ORO
35	OSEC-DECSB-ADAS3-750116-2017							SCHOOLS DIVISION OF DAVAO DE ORO

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 **JANUARY 10, 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 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;
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, Cabidadian, Nabunturan, Davao De Oro
personnel.davaodeoro@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.