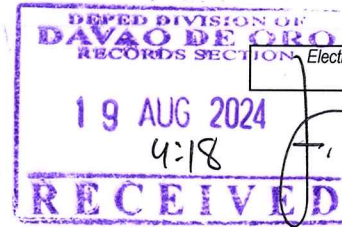


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Davao De Oro Division  
Request for Publication of Vacant Positions



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

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:

LUZ E. COMONAL  
Administrative Officer IV  
HRMO

Date: August 16, 2024

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE VI (CHAUFFEUR II)	OSEC-DECSB-ADA6-750084-2014	6	18255	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)		SCHOOLS DIVISION OF DAVAO DE ORO
2		OSEC-DECSB-ADA6-750085-2014								

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 AUGUST 29, 2024, to wit:

- 1 Letter of intent addressed to the Head of Office;
- 2 Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) with Work Experience Sheet and 1 Passport size ID picture;
- 3 Photocopy of valid and updated **PRC License/ID** (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility);
- 4 Photocopy of Certificate of Eligibility (**CSC**)/Report of Rating, if applicable;
- 5 Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (**CAV**) Transcript of Records (**TOR**) and Diploma/certification on **CAR**, including completion of graduate and post-graduate units/degrees, if available;
- 6 Photocopy of Certificate/s of Training, if applicable;
- 7 Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- 8 Photocopy of latest appointment, if applicable;
- 9 Photocopy of the Performance Rating in the **last rating period(s)** covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- 10 Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012) using the
- 11 Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing: **Outstanding Accomplishments, Application of Education, and Application of Learning and Development** reckoned from the date of last issuance of appointment; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.

LUZ E. COMONAL  
Administrative Officer IV  
Capitol Complex, Cabidanan, Nabunturan, Davao De Oro  
[personnel.davaodeoro@deped.gov.ph](mailto:personnel.davaodeoro@deped.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.