

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

Electronic copy to be submitted to the CSC
FO must be in MS Excel format
City of San Fernando, Pangasinana
RECEIVED
DEC 27 2021
Date *msl* CSC

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:

HAZEL A. CARBUNGO
Administrative Officer V
Date: December 27, 2021

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	Administrative Assistant III (Secretary II(A))	OSEC-DECSB-ADAS3-150010-2018	9	19593	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City
2	Administrative Assistant III (Secretary II(A))	OSEC-DECSB-ADAS3-150003-2018	9	19593	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City
3	Administrative Assistant III (Secretary II(A))	OSEC-DECSB-ADAS3-150003-2017	9	19593	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City
4	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-150006-2017	8	18251	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City
5	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-150172-2016	8	18251	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City - SHS
6	Administrative Assistant II (Clerk IV)	OSEC-DECSB-ADAS2-150173-2016	8	18251	Completion of two years studies in college	4 hrs. relevant training	1 year relevant experience	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City - SHS
7	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-150343-2014	6	16200	Completion of two years studies in college	None Required	None Required	Career Service Sub- Professional (First Level Eligibility)		Div. of Angeles City- OSDS

8	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-150344-2014	6	16200	Completion of two years studies in college	None Required	None Required	Career Service Sub- Professional (First Level Eligibility)	Div. of Angeles City-CID
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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 January 5, 2022.

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; and
4. Photocopy of Transcript of Records.

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

HAZEL A. CARBUNGCO

Administrative Officer V

Jesus St., Pulungbulu, Angeles City

recruitment.acdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PROVINCIAL FIELD OFFICE

City of San Fernando, Pampanga

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