

Republic of the Philippines
 Department of Education
 DIVISION OF NEGROS ORIENTAL
 Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DepEd, Division of Negros Oriental in the CSC website



(An electronic copy to be submitted to the CSC. FOT must be in B* format)

JIAN A. DIAZ
 HRMO

Date

June 08, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards		Eligibility	Competency (if applicable)	Place of Assignment
						Training	Experience			
SECONDARY (JUNIOR HIGH SCHOOL)										
1	Administrative Assistant II	ADAS2-510165-2018	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional); First Level Eligibility	N/A	Don Emilio Macias Memorial National High School
2	Administrative Assistant II	ADAS2-510167-2018	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional); First Level Eligibility	N/A	La Libertad Technical Vocational School
3	Administrative Aide III	ADA3-510040-2004	3	14,678	Must be able to read and write/Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Category IV)	N/A	Negros Oriental National High School
4	Administrative Aide I	ADA1-510191-2004	1	13,000	Must be able to read and write	None required	None required	None required	N/A	Amlan National High School

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					Education	Training	Experience	Eligibility		Competency (if applicable)
SECONDARY (SENIOR HIGH SCHOOL)										
5	Nurse II	NURS2-52-2021	16	39,672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nursing Licensure Examination)	N/A	Senior High School - Division of Negros Oriental
6	Administrative Officer II	ADOF2-510197-2016	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Senior High School - Division of Negros Oriental
7	Administrative Assistant II	ADAS2-510451-2016	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s 1996 Career Service (Sub-professional) First Level Eligibility	N/A	Senior High School - Division of Negros Oriental
8	Administrative Assistant II	ADAS2-510484-2016	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s 1996 Career Service (Sub-professional) First Level Eligibility	N/A	Senior High School - Division of Negros Oriental
9	Administrative Assistant II	ADAS2-510487-2016	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s 1996 Career Service (Sub-professional) First Level Eligibility	N/A	Senior High School - Division of Negros Oriental
10	Administrative Assistant II	ADAS2-510486-2016	8	19,744	Completion of two - year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s 1996 Career Service (Sub-professional) First Level Eligibility	N/A	Senior High School - Division of Negros Oriental
NOTHING FOLLOWS										

Instructions/Remarks:

Schools Division Office, Negros Oriental Division observes the "EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOEP)"

"Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply."

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 _____.

- a. Fully Accomplished Personal Data Sheet (PS Form No. 212, Revised 2011) with Work Experience Sheet
- b. Philosophy of Service (Form of Education) - Self-made
- c. Philosophy of School Management (Self-made) - Self-made but not limited to Transfer of Credits (TCR) and Diploma
- d. Philosophy of Service (Form of Employment) if applicable
- e. Philosophy of Curriculum if self-made course
- f. Philosophy of School Management (Self-made) - 1996, 2001 and 2002, if applicable
- g. Current School Statement signed by the applicant
- h. Checklist of Requirements

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

NERIC C. OJASTRO EdD, GESE
 Schools Division Superintendent
 DepEd - Division of Negros Oriental
 Capitol Area, Davao, Davao Region

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.