


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

CIVIL SERVICE COMMISSION
REPUBLIC OF THE PHILIPPINES
DIVISION OF NEGROS ORIENTAL
OFFICE OF THE DIVISION CHIEF
TEL: (035) 420-5002

RECEIVED
DATE: 15 MAY 2023
TIME: 1:44 p.m.
UNIQUE TRANSACTION No. WU43
FD: WU43
BY: JAN A. DIAZ
Date: May 15, 2023

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


JAN A. DIAZ
HRMO

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

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
SECONDARY (JUNIOR HIGH SCHOOL)										
1	Administrative Aide III	ADA3-510038-2004	3	14,678	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013- Category III)	N/A	Jose B. Cardenas Municipal High School
NOTHING FOLLOWS										

Instructions/Remarks

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

"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) Duty accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- b) Photocopy of Certificate of Eligibility/Rating/License;
- c) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- d) Photocopy of Service Record or Certificate of Employment, if applicable;
- e) Photocopy of Certificates of Training, if applicable;
- f) Photocopy of three (3) recent Performance Rating (CY 2020, 2021 and 2022), if applicable;
- g) Omnibus Sworn Statement duly signed by the applicant;
- h) Checklist of Requirements

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

NERI C. QJASTRO EdD, CESE
Schools Division Superintendent
DepEd-Division of Negros Oriental
Capital Area, Davao, Dumaguete City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.