

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



[Signature]
JAN A. DIAZ
HRMO

January 25, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
Office of the Schools Division Superintendent										
1	Administrative Officer II	ADOF2-83-2020	11	27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Division of Negros Oriental
2	Administrative Assistant III	ADAS3-510058-2014	9	21,211	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	Division of Negros Oriental
3	Administrative Assistant III	ADAS3-510147-2018	9	21,211	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	Division of Negros Oriental
4	Administrative Assistant III	ADAS3-510150-2018	9	21,211	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	Division of Negros Oriental
5	Administrative Assistant III	ADAS3-510231-2017	9	21,211	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	Division of Negros Oriental
6	Administrative Assistant III	ADAS3-510234-2017	9	21,211	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	Division of Negros Oriental
7	Administrative Assistant III	ADAS3-510054-2014	9	21,211	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	Division of Negros Oriental

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Office of the Schools Division Superintendent										
8	Administrative Assistant III	ADAS3-510209-2017	9	21,211	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	Division of Negros Oriental
9	Administrative Assistant III	ADAS3-510038-2014	9	21,211	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	Division of Negros Oriental
10	Administrative Assistant III	ADAS3-510223-2017	9	21,211	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	Division of Negros Oriental
11	Administrative Assistant II	ADAS2-510215-2017	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	Division of Negros Oriental
12	Administrative Assistant II	ADAS2-510230-2017	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	Division of Negros Oriental
School Governance and Operations Division										
13	Dentist II	DENT2-510079-1998	17	43,030	Doctor of Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Division of Negros Oriental
14	Dentist II	DENT2-510080-1998	17	43,030	Doctor of Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Division of Negros Oriental
15	Dentist II	DENT2-510085-1998	17	43,030	Doctor of Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Division of Negros Oriental
16	Nurse II	NURS2-29-2021	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	Division of Negros Oriental

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SECONDARY SCHOOL - JUNIOR HIGH SCHOOL										
17	Administrative Assistant III	ADAS3-510010-2009	9	21,211	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	Valencia National High School
18	Administrative Assistant III	ADAS3-510009-2011	9	21,211	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	Casiano Napigkit NHS
19	Administrative Assistant III	ADAS3-510005-2011	9	21,211	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	Ayungon Municipal High School
20	Administrative Assistant III	ADAS3-510017-2007	9	21,211	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	Tambo National High School
21	Administrative Assistant II	ADAS2-510172-2018	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	Negros Oriental National High School
22	Administrative Assistant II	ADAS2-510015-2007	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	Mabinay National High School

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SECONDARY SCHOOL - SENIOR HIGH SCHOOL										
23	Administrative Assistant II	ADAS2-510386-2016	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
24	Administrative Assistant II	ADAS2-510447-2016	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
25	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
26	Administrative Assistant II	ADAS2-510421-2016	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
27	Administrative Assistant II	ADAS2-510479-2016	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
28	Administrative Assistant II	ADAS2-510401-2016	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

29	Registrar I	R1-510173-2016	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
30	Administrative Officer II	ADOF2-510194-2016	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
NOTHING FOLLOWS										

Instructions/Remarks:

Schools Division Office, Negros Oriental 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 _____

- Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- Photocopy of Certificate of Eligibility/Rating/License;
- Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- Photocopy of Service Record or Certificate of Employment, if applicable;
- Photocopy of Certificates of Training, if applicable;
- Photocopy of three (3) recent Performance Rating (CY 2019, 2020 and 2021), if applicable;
- Omnibus Sworn Statement duly signed by the applicant;
- Checklist of Requirements

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

SENEN PRISCILLO P. PAULIN, CESO V
 Schools Division Superintendent
 DepEd Division of Negros Oriental
 Capitol Area, Davao, Dumaguete City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.