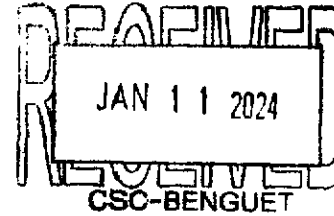


Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

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:



Date: 11-Jan-24

No.	Position Title (Parenthetical Title, if applicable)	Plantfile Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (HRMO II)	OSEC-DECSB-ADDF4-90012-2004	15	36,619.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	N/A	Alok NHS

All interested and qualified applicants regardless of sex, civil status, disability, religion, ethnicity, or political affiliation, Equal opportunity principle (EOP) should signify their interest in writing. Attach the following documents in four (4) sets to the application letter addressed to the Head of Agency thru the HRMO and submit to the address below not later than 2024 -01- 2 2

- Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
- Duly accomplished PDS (CS Form No. 212, Revised 2017) with work experience Sheet, if applicable
- Photocopy of valid and updated PRC license/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable
- Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- Photocopy of Certificate/s of Training, if applicable;
- Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- Photocopy of latest appointment, if applicable;
- 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;
- 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) is available via link provided <https://bit.ly/omnibus-checklist> and shall be notarized by authorized official; and
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - Means of verification (MOVE) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and
 - Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 9 is not relevant to the position to be filled, if applicable

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


QUALIFIED APPLICANTS are advised to hand in their application to:

SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent
Schools Division of Benguet

via LAMPACAN, MARITES, P...

CSC Benguet Field Office

2024 -01- 1 1
Date of Publication


WALTER J. JERUSALEM
Sr. Human Resource Specialist