



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 24, 2020

REGIONAL MEMORANDUM

No. **117**, s. 2020

**ANNOUNCEMENT OF THE VACANT POSITIONS IN THIS OFFICE
AND INVITATION TO APPLY**

To: Schools Division Superintendents
Regional Office Personnel
All Others Concerned

1. This is to announce the following vacant positions in this Office and invitation to apply:

<u>No of Vacancy</u>	<u>Position Title</u>	<u>Salary Grade</u>	<u>Assignment</u>
One (1)	Supervising Administrative Officer	22	Admin. Division
One (1)	Administrative Assistant I (Secretary I)	07	Finance Division

2. Interested and qualified applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply and may submit their Letter of Intent supported with the following documents not later than **March 6, 2020**.

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. Approved Performance Ratings for the last three (3) consecutive rating periods prior to screening (*for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017*) (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility rating (1 copy);
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy).
5. Updated Service Records (1 copy);
6. Copy of previously approved appointment (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate); (1 copy of each certificate);



8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. *(Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years whichever is later)* (1 copy of each certificate);
 9. Authorship of books, articles *(published in a journal/newspaper/magazine of wide circulation)*, research *(properly documented and implemented in schools, district, division, region)*, innovations *(innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official)* *(attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the author/s)*, etc.
 10. Designation Orders; and other documents that have bearing in the evaluation.
3. Attached is a copy of the request for publication in the Civil Service Commission Website with the Qualification Standards of the said positions for reference.
 4. Failure to submit the Letter of Intent and the supporting documents on or before the deadline mentioned above would mean a waiver of the right to be included in the evaluation/ranking for the said positions.
 5. Immediate dissemination of and strict compliance with this Memorandum are desired.



RAMIR B. UYTICO EdD, CESO IV
Director IV

Enclosure: Request for Publication

References: DepEd Order No. 66, s. 2007; 2017 ORAOHRA; RA 7041

To be indicated in the Perpetual Index under the following subjects:

ANNOUNCEMENT

INVITATION

VACANT POSITIONS

AD-PS-EDR

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:


RAMIR B. UYTICO EdD, CESO IV
Director IV

Date: 24-Feb-20

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	Supervising Administrative Officer	OSEC-DECSB-SADOF-540003-2014	22	66867	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level eligibility	* Policies and guidelines implementation; Salary and Benefits Administration; RO Grounds and Facilities Maintenance; Performance Management; Capability Building for Admin Services; Structures and Systems; Self-management (Personal Effectiveness); Interpersonal Effectiveness; Communication; Thinking/Conceptual Skills; Attitude; Aptitude; Management; Leadership	Administrative Division
2	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-540036-2014	7	16458	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	NA	Finance Division

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 **March 6, 2020**.

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 (3 copies);
2. Approved Performance rating for the last three (3) consecutive rating periods prior to screening (for School Year: 2018-2019, 2017-2018, 2016-2017; for Calendar Year: 2019, 2018, 2017 (1 copy of each rating period);
3. Authenticated copy of PRC license/CSC eligibility (3 copies);
4. Authenticated copy of Transcript of Records/Certification of Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy);
5. Updated Service Records, if any (1 copy);
6. Copy of previously approved appointment, if any (1 copy);
7. Authenticated copy of the Certificates of Awards, Appreciation, Recognition, etc. with supporting documents for outstanding awards and Resource Speakership (1 copy of each certificate);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (Three (3) or more training activities participated in school, district, division, or region and one (1) national or international training activity participated for at least three (3) days each not credited during the last promotion or within 5 years, whichever is later (1 copy of each certificate);
9. Authorship of books, articles (published in a journal/newspaper/magazine of wide circulation), research (properly documented and implemented in schools, district, division, region, national), innovations (innovative work plan properly documented, approved by immediate chief and attested by authorized national/regional/division/school official (attach 1 copy each of the published book/article/copy of research/innovation which bears the name of the authors), etc.; and
10. Designation Orders; and other documents that have bearing in the evaluation.

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

RAMIR B. UYTICO EdD, CESO IV

Director IV

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

region8@deped.gov.ph

NOTE: Applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc. are encouraged to apply.