



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

June 1, 2020

**REGIONAL MEMORANDUM**

No. **287**, 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)	Administrative Officer V	18	AD-Records
One (1)	Administrative Officer IV	15	AD-Personnel

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 **June 15, 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](http://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 and supporting documents);
8. Authenticated copy of the Certificates of Completion, Trainings, Participation, etc. (*Three (3) or more training activities participated in school, district, division, or*



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*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. Qualified applicants shall be notified through a letter, email, text or call on the schedule of screening/interview.

6. 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 TO APPLY

VACANT POSITIONS

AD-PS-EDR

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

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

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: 1-Jun-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Records Officer III)	OSEC-DECSB-ADOF5-540077-2004	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Records Management; Knowledge of RA 9470-National Archives of the Philippines Act 2007, Records Management Operation Manual, RA 3019 - Anti Graft and Corrupt Practices, RA 6713 - Code of Conduct & Ethical Standards, Revised Penal Code - Infidelity in the Custody of Documents, Revised Administrative Code, 1987 EO 292, Preventive and protective measures for vital documents, Safeguarding and safekeeping of records.	Administrative Division-Records Section
2	Administrative Officer IV (HRMO II)	OSEC-DECSB-ADOF4-540099-2004	15	32053	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NA	Administrative Division-Personnel Section



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 **June 15, 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](http://www.csc.gov.ph) (1 copy);
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 (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);
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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:

**Dr. RAMIR B. UYTICO, CESO IV**

Director IV

Department of Education, Regional

Office No. VIII, Government Center,

Candahug, Palo, Leyte 6501

[region8@deped.gov.ph](mailto:region8@deped.gov.ph)

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