



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

October 26, 2021

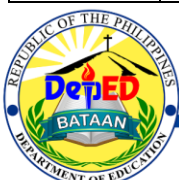
DIVISION MEMORANDUM
NO. 520, S.2021

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II
IN ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL**

TO: Assistant Schools Division Superintendent
Division Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary, Junior and Senior High School Principals
All Others Concerned

1. This Office announces the conduct of the **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II IN ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL** via Zoom Teleconferencing on **November 10, 2021, 9:00 AM**, to wit:

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150206-2017	SAMAL DISTRICT
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150200-2017	LIMAY DISTRICT
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150008-2007	SAMAL NHS
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150028-2004	LUAKAN NHS
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150031-2004	MORONG NHS
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150197-2017	DINALUPIHAN EAST
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150006-2007	ORANI NHS
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150004-2007	JCP MHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150233-2018	SAMAL NHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150209-2017	ORANI DISTRICT
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150210-2017	ORION DISTRICT
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150211-2017	PILAR DISTRICT
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150212-2017	SAMAL DISTRICT
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150213-2017	ST. FRANCIS HS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150219-2018	E.C BERNABE HS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150231-2018	P. ROMAN NHS/



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Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100



Republic of the Philippines
Department of Education
 REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

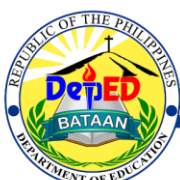
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150063-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150073-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150539-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150542-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150061-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150066-2016	SHS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150546-2016	SHS

2. The qualification standards for the vacant teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant III	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility

3. Likewise, the criteria in evaluating and ranking the qualified applicants for **Administrative Assistant III and Administrative Assistant II** per **DepEd Order No 66, s. 2007 (Non-Teaching Group Level)** are as follows:

POSITION TITLE	DepEd Order No 66, s. 2007	Level
Administrative Assistant III Administrative Assistant II	Performance-35 pts. Experience- 5 pts. Outstanding Accomplishments- 5 pts. Education- 10 pts. Training- 10 pts. Potential- 15 pts. Psycho-social Attributes- 20 pts. TOTAL- 100 pts.	Level 1



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 CSC Resolution No. 2001100



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Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 496, s. 2021:

PERSONNEL SELECTION BOARD	
Chairperson	William Roderick R. Fallorin, OIC-ASDS
Alternate Chairperson	Andres C. Matawaran, EPS
Members:	
Administrative Officer V	Pilar C. Ignacio
Administrative Officer II	Marlyn F. De Guzman
President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be	Francisco B. Bautista, PSDS Ludivina S. Omania, BOPSSA Myra V. Dilig – Accountant III (for ADAS III and ADAS II) Ma. Liza A. Manuel, Vice-President DepEd NEU-Bataan

5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
6. Further, applicants are required to submit online at **bit.ly/SDOBTN_Ranking_ADAS_Nov10** and attach the following **SCANNED DOCUMENTS** on or before **November 3, 2021, 4:00 PM**:
- a. Scanned copy of signed LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

ROLAND M. FRONDA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

- b. Scanned copy of duly accomplished PERSONAL DATA SHEET (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
- c. Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001102



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

- d. Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
 - e. Scanned copy of TRANSCRIPT OF RECORDS;
 - f. Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
 - g. Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
 - h. Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and
 - i. Other scanned documents as contained in DepEd Order No. 66, s. 2007.
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Program
 - iv. Publication / Authorship
 - v. Consultant / Resource Speaker
7. Furthermore, applicants are required to submit all pertinent documents submitted through online submission (**Certified True Copy/Scanned Copy of the Original**) for evaluation on the **same date and time** as stipulated in previous paragraph and must be properly labelled folder (**Name and position applied**), organized inside the applicant's folder and should be sequentially segregated according to the items criteria set for each position applied for. Thus, no additional or new documents shall be accepted during the virtual deliberation and evaluation process and **NO WALK IN APPLICANTS** shall be accommodated. Applicants are enjoined to place their documents in a long-size envelope.
8. Certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Moreover, only certificates within the last FIVE (5) years will be credited to encourage all employees in updating their personal and professional attributes and competencies.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001120



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
10. Qualified applicants are enjoined to strictly observe the date and time of the submission of pertinent documents relative to the filling up of the vacant positions. Also, **STRICT compliance to NO APPOINTMENT, NO TRANSACTIONS** (via DepEd Bataan FB Page, Messenger) shall be observed on the submission of Scanned/Photocopies of pertinent documents following the minimum health safety protocol of the agency.
11. Qualified applicants shall be notified **two (2) days prior to the conduct of virtual ranking**. Similarly, details of the Zoom Teleconferencing shall be coordinated via email or through SMS or call.
12. Also, qualified applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual online evaluation and ranking since it is difficult for the candidate to appear before the Committee. Additionally, the presentation of original documents for verification of authenticities is subject to instruction of the Committee appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.
13. The Human Resource Management Personnel Selection Board (HRM-PSB) reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.
14. All expenses relative to the conduct of the evaluation and ranking process, including foods/snacks of the HRM-PSB are chargeable against Division MOOE subject the usual accounting and auditing rules and regulations.
15. Immediate and wide dissemination of this Memorandum is desired.

ROLAND M. FRONDA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

WILLIAM RODERICK R. FALLORIN
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

CI2/acm



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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

**Omnibus Certification of Authenticity and
Veracity of Documents**

I, _____, Filipino, of legal age,
with permanent address at _____,
after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ Position with Salary Grade of ____ at _____.
2. I have submitted the following documents:
 - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to
 - 2.2. Duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
 - 2.3. **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
 - 2.4. **AUTHENTICATED ELIGIBILITY** (CSC, CESB, RA 1080, PD 907, etc.);
 - 2.5. **TRANSCRIPT OF RECORDS**
 - 2.6. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.7. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.8. Other scanned documents as contained in DepEd Order No. 66, s. 2007
 - 2.8.1. Outstanding Accomplishments
 - 2.8.1.1. Outstanding Employee Award
 - 2.8.1.2. Innovations
 - 2.8.1.3. Research and Development Projects
 - 2.8.1.4. Publications and Authorship
 - 2.8.1.5. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200108



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Bataan to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

PRC ID No. _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____,
2021 at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____

Page _____

Book _____

Series of 2021



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 290310A

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 filed, at the DEPARTMENT OF EDUCATION in the CSC website:

NOV 12 2021
KEVIN R. SANCHEZ
Administrative Officer V

PLAR C. IGNACIO
Administrative Officer V
Date: _____
October 12, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					A
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Principal II	OSEC-DECSB-SP2-150057-2016	20	54,251.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management.	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	N/A	SE (I)
2	Administrative Assistant II	OSEC-DECSB-ADAS2-150209-2017	8	18,251.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	ORA (Der)
3	Administrative Assistant II	OSEC-DECSB-ADAS2-150547-2016	8	18,251.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	S (Jerr)
4	Administrative Assistant III	OSEC-DECSB-ADAS3-150006-2007	9	19,593.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	O (Job)
5	School Principal I	OSEC-DECSB-SP1-151260-2010	19	48,313.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)	N/A	MAG (Glec)
6	Project Development Officer	OSEC-DECSB-PDO1-150025-2016	6111	23,877.00	Bachelors' degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SD (Fram)

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT	VICE
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150206-2017	SAMAL DISTRICT	MC BERNABE
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150200-2017	LIMAY DISTRICT	IRISH BALLON
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150008-2007	SAMAL NHS	ZEPHYLYN MALLARI
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150028-2004	LUAKAN NHS	MARICHU APILADO
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150031-2004	MORONG NHS	MARIA CRISTINA GUECO
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150197-2017	DINALUPIHAN EAST	AG GAVINO
1	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150006-2007	ORANI NHS	JOHN T. MANUEL
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150233-2018	SAMAL NHS	JOMAR D. DELA CRUZ
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150209-2017	ORANI DISTRICT	DENNIS P. GUINTO
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150210-2017	ORION DISTRICT	CELESTINA LOPEZ
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150211-2017	PILAR DISTRICT	ARJEL IGNACIO
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150212-2017	SAMAL DISTRICT	LESLIE ENCARNACION
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150213-2017	ST. FRANCIS HS	MA. CONCEPCION G. CAPULLI
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150219-2018	E.C BERNABE HS	LORY JANE S. GREGORIO
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150231-2018	P. ROMAN NHS/ P. ROMAN NHS/	LAILANIE D. REYES
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150063-2016	SHS	MARFIN LOJIE R. DE JESUS
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150073-2016	SHS	CHRISTIAN R. FORBES
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150539-2016	SHS	PAULINE V. TOLENTINO
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150542-2016	SHS	MA. CATRINA C. VICTORIA
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150061-2016	SHS	MELVIN L. SINGIAN
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150066-2016	SHS	ANGEL SANTIAGO
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150071-2016	SHS	JANE B. CARAG
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150546-2016	SHS	LEILANI L. CABIGTING
1	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150547-2016	SHS	JERRY V. DESTURA

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:

PILAR C. IGNACIO
Administrative Officer V

Date: 10/6/2021

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (10)	OSEC-DECSB-ADAS3-150114-2014 OSEC-DECSB-ADAS3-150115-2014 OSEC-DECSB-ADAS3-150116-2014 OSEC-DECSB-ADAS3-150204-2017 OSEC-DECSB-ADAS3-150206-2017 OSEC-DECSB-ADAS3-150200-2017 OSEC-DECSB-ADAS3-150008-2007 OSEC-DECSB-ADAS3-150028-2004 OSEC-DECSB-ADAS3-150031-2004 OSEC-DECSB-ADAS-150197-2017	9	19,593.00	Completion of two years studies in college	4 hours relevant training	1 yr of relevant experience	CSC Sub-Professional/First Level Eligibility	N/A	SDO-Bata (M. Villanueva, B. M. Lader ORION DIST (FC. Mendoc SAMAL DIST (MC. Berna LIMAY DISTI (I. Ballorin SAMAL NP (Z. Maller LUAKAN N (M. Applad MORONG N (MC. Guec DINALUPHAN DISTRICT (AG. GAVIN

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 October 16, 2021.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records

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

PILAR C. IGNACIO
Administrative Officer V
Capitol Compound, Balanga City, Bataan

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

10/17/21 12:04 PM

PILAR C. IGNACIO

Administrative Officer V

Date: 10/6/2021

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of (C.)
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant, III (3)	OSEC-DECSB-ADAS2-150210-2017 ✓ OSEC-DECSB-ADAS2-150211-2017 ✓ OSEC-DECSB-ADAS2-150212-2017 ✓	8	18,251.00	Completion of two years studies in college	4 hours relevant training	1 yr of relevant experience	CSC Sub-Professional/First Level Eligibility	N/A	ORION (C.) PILAR (A. 1) SAMAL (L. Enc)

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 October 16, 2021.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records

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

PILAR C. IGNACIO

Administrative Officer V

Capitol Compound, Balanga City, Bataan

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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:

NOT 07 2021
KEVIN R. SANCHEZ
Administrative Aide IV

PILAR C. IGNACIO

Administrative Officer V

Date:

October 7, 2021

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place
				Education	Training	Experience	Eligibility			
1 Administrative Assistant II	OSEC-DECSB-ADAS2-150063-2016	8	18,251.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	S (MARF)	
2 Teacher I	OSEC-DECSB-TCH1-155258-2018	11	23,877.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in Education with appropriate major	None required	None required	RA 1080	N/A	LU (JERON)	

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 October 17, 2021.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

18251

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

PILAR C. IGNACIO
Administrative Officer V
SDO Bataan, Capitol Compound, Balanga City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

VICE COMMISSION (CSC)

Request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Date:

October 6, 2021

PLAR C. IGNACIO
Administrative Officer V

Position Title, if applicable	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant II	OSEC-DECSB-ADAS2-150073-2016 OSEC-DECSB-ADAS2-150539-2016 OSEC-DECSB-ADAS2-150542-2016 OSEC-DECSB-ADAS2-150061-2016 OSEC-DECSB-ADAS2-150066-2016 OSEC-DECSB-ADAS2-150071-2016 OSEC-DECSB-ADAS2-150546-2016	8	18,251.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	SENIOR HS CHRISTIAN R. FORBES PAULINE V. TOLENTINO MA. CATRINA C. VICTORIA MELVIN L. SINGIAN MARY ANGEL CONCEPCION R. SANTIAGO JANE B. CARAG LEILANI L. CABIGTING
Administrative Assistant II	OSEC-DECSB-ADAS2-150213-2017	8	18,251.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	ST. FRANCIS HS (MA. CONCEPCION G. CARPU)
Administrative Assistant II	OSEC-DECSB-ADAS2-150219-2018	8	18,251.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	E. C. BERNABE NHS (LORY JANE S. GREGORIO)

que applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 16, 2021.

accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
copy of certificate of eligibility/rating/license; and
copy of Transcript of Records.

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

PLAR C. IGNACIO
Administrative Officer V
Compound, Balanga City

IS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

To: CIVIL SERVICE COMMISSION (CSC)

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

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:

OCT 14 2021 9:24 AM

PIJAR C. IGNACIO
Administrative Officer

Date:

October

No.	Position Title (arent/retiree Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Administrative Assistant III	OSEC-DECSB-ADAS3-150004-2009	9	19,593.00	Completion of two-years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A
2	Guidance Counselor III	OSEC-DECSB-GUIDC3-150006-2015	13	28,276.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A
3	Guidance Counselor II	OSEC-DECSB-GUIDC2-150025-2016	12	26,052.00	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)	N/A
4	Teacher II	OSEC-DECSB-TCH2-150293-2017	12	26,052.00	1. ACAD. Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree plus at least 6 units toward Master's degree in relevant strand/subject 2. SPORTS TRACK. Bachelor's degree with a major in field(s) under the Track; or any Bachelor's degree plus 15 units of specialization in fields under the Track 3. TVL. Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	1. ACAD. None required 2. SPORTS TRACK. 4 hours of training relevant to the courses in the Strand 3. TVL. At least NC II + TMC I *Appropriate to the specialization	1. ACAD. None required 2. SPORTS TRACK. 1 year relevant teaching/industry work experience 3. TVL. 6 months of relevant teaching or 6 months of industry work experience	RA 1080 (Teacher)	N/A

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:

PILAR C. IGNACIO
Administrative Officer V

Date: October 13, 2021

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	Teacher I	OSEC-DECSB- TCH1-163169- 1998	11	23,877.00	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units in education with appropriate major	None required	None required	RA 1080 (Teacher)	N/A	Morong National High School (Celine C. Nicdao)
2	Administrative Assistant II	OSEC-DECSB- ADAS2-150233- 2018	8	18,251.00	Completion of two-years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	SAMAL NHS (Jomar D. Dela Cruz)
3	Administrative Aide VI	OSEC-DECSB- ADA6-150351- 2014	6	16,200.00	Completion of two-years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility	N/A	SDO BATAAN (Micha Ella M. Macaspac)

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 October 23, 2021.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

PILAR C. IGNACIO

Administrative Officer V

SDO Bataan, Capitol Compound, Balanga City

morong_nhs@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

SHEILA A. TRIA
Administrative Assistant IV

2:34 PM

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:

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

Ad

2:48

Electronic copy to be submitted
must be in MS Excel

Date:

October 12,

PLAR C. IGNACIO
Administrative Officer V

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	
					Education	Training	Experience	Eligibility			
1	School Principal II	OSEC-DECSB-SP2-150057-2016	20	54,251.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units + 6 units of Management.	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)	N/A	SI ()	
2	Administrative Assistant II	OSEC-DECSB-ADAS2-150209-2017	8	18,251.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	ORRA (De)	
3	Administrative Assistant II	OSEC-DECSB-ADAS2-150547-2016	8	18,251.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	S (Jerr)	
4	Administrative Assistant III	OSEC-DECSB-ADAS3-150006-2007	9	19,593.00	Completion of two-years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	O (Joh)	
5	School Principal I	OSEC-DECSB-SP1-151260-2010	19	48,313.00	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years.	RA 1080 (Teacher)	N/A	MAG (Glec)	
6	Project Development Officer	OSEC-DECSB-PDO1-150025-2016	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SD (Frac)	

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