

Place of Assignment :	Office of the Schools Division
Position Title :	ADMINISTRATIVE AIDE VI (CLERK III)
Plantilla Item No. :	OSEC-DECSB-ADA6-540024-2014
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 17,553.00
Eligibility :	Relevant MC 11 s. 1996 Career Service (Sub Professional First Level Eligibility)
Education :	Completion of 2 years studies in College
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience
Competency :	

Instructions/Remarks :

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 May 28, 2023.

Documents:

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 for the last three (3) rating periods (if applicable);
3. Authenticated copy of Certificate of Eligibility/rating/licence.
4. Authenticated copy of Transcript of Records
5. Copy of Service Record/Certificate of Employment/Special Order of Assignment.
6. Copy of Certificate of relevant trainings (if applicable)
7. Proof of Outstanding accomplishment (if applicable)
8. The agency is compliant to DepEd Order No. 29, s. 2002 and CSC MC No. 7, s. 2014 on equal employment opportunity policy to cater diverse applicants on all levels of position, provided that applicants meet the minimum requirements for the position regardless of age, gender, civil status, religion, disability, ethnicity, political affiliation or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expressions (SOGIE). PWD applicants in need of assistance should notify the HR prior to scheduled date of exam and interview.

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

CONIE ANN A. CHUA

Administrative Officer IV(HRMO II)
San Fernando St. Brgy. G., Borongan City
depedborongancity.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 18, 2023

Closing Date : May 28, 2023