

Place of Assignment :	Curriculum Implementation Division
Position Title :	Administrative Aide VI (Clerk III)
Plantilla Item No. :	OSEC-DECSB-ADA6-660076-2014
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 17,553.00
Eligibility :	Career Service (Subprofessional) First Level Eligibility
Education :	Completion of two year studies in college
Training :	None Required
Work Experience :	None Required
Competency :	n/a

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 April 24, 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 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:

DELMA R. DENAPO

Administrative Officer V (HRMO III)

DepEd-Tangub City Division

hrtangub@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : April 05, 2023

Closing Date : April 24, 2023