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:

ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Date: _____ March 11, 2024

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	Administrative Aide III (Driver I)	OSEC-DECSB-ADA3-30242-2004	3	14,678.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)			MNHS

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 <u>March 21, 2024.</u>

1. **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Photocopy Driver's license
4. Photocopy of Form 138; and
5. Certificate of Training. (if any)

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

ANGELA M. FRANCISCO
ADMINISTRATIVE OFFICER IV - HRMO
Centennial Ave., Tunasan, Munt. City
recruitment.sdomuntinlupa@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.