



Republic of the Philippines  
**Department of Education**  
REGION VI - WESTERN VISAYAS

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, Regional Office 6, Western Visayas in the CSC website:

*MA. GEMMA M. LEDESMA*  
Regional Director

Date: OCT 08 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary /Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
									Competency		
8	Administrative Assistant III (Secretary III)	OSEC-DECSB-ADAS3-420003- 2020	9	18,784.00	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility, Data Encoder (MC 11, s. 1986 -Category I	<b>Self-awareness (Personal Effectiveness):</b> Self-awareness and personal clarity, Proactive, Continuous self-improvement, Time mgmt., Stress tolerance, Mgt. of personal resources, <b>Interpersonal Effectiveness:</b> Relationship building, Working with teams, Collaboration, <b>Communication:</b> Oral communication/speaking, written communication skills, Facilitating skills, <b>Thinking conceptual skills:</b> conceptual skills, Critical thinking, Analytical thinking, Resourcefulness, Attitude: Attention to detail, Accuracy, Confidentiality, Courtesy, Integrity, Quality orientation, service orientation, work standards. Aptitude: Adaptability, Assertive, Decisive, Deference to authority, Flexibility, Initiative, organized, basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet.		Human Resource Development Division (HRDD)

Interested applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying their desired position and the office where it is assigned together with one (1) original and two (2) duplicate copies of the following pertinent papers (properly labeled/numbered with labels/dog-ear). Attached the following documents to the application letter and send to the address below not later OCT 21 2020

- Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture and duly subscribed and sworn before a person authorized to administer oath (CSC Form 212, Revised 2017 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)).
- Performance Rating (last 3 rating period).
- Service Record/appointment, certificate of employment, if employed by a private company; duties and functions certified by the Personnel/HR Officer or duly authorized official of the employer.
- Record of outstanding accomplishments:
  - Outstanding Employee Award
  - Documented innovation (s) duly approved/concurred by the Head of Office
  - Documented research and development projects conducted
  - Certificate as Resource Speaker/Trainer in seminars/trainings/symposia etc.
  - Articles published in newspaper/magazine of wide circulation.
- Transcript of Records (graduate and undergraduate).
- Training Certificate, Certificate of Participation in Seminar and/ or Workshops.
- Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct.

**Note:** All applicants must be computer literate and shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.

QUALIFIED APPLICANTS are advised to send their application to:

*MA. GEMMA M. LEDESMA*  
Regional Director

[ro\\_officedadm@yahoo.com](mailto:ro_officedadm@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED