

Republic of the Philippines
Department of Education
REGIONAL - WESTERN VISAYAS



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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary (Job/ Pay Grade)	Monthly Salary	Education	Training	Experience	Eligibility	Qualification Standards	Competency	Place of Assignment
1	Administrative Aide IV	OSEC-DECSB-ADAA-42013-2004	4	13,807.00	At least College Level	None required	One year experience in four (4) wheel vehicle	Professional Driver's License Holder	Basic Knowledge in Computer Operations such as Microsoft Word/Excel, TESDA Certificate Holder		Office of the Regional Director
2	Administrative Assistant I	OSEC-DECSB-ADAA1-420099-2014	7	16,458.00	at least 2 years college level	None required	none required	Career Service Sub-Professional (First Level Eligibility)	Core: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Organizational: Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information Technical (as identified in the JD):	Finance Division	
3	Administrative Assistant I	OSEC-DECSB-ADAA1-420092-2014	7	16,458.00	at least two (2) year college level	None required	none required	Career Service Sub-Professional (First Level Eligibility)	Behavioral Competence: Self-management (Personal Effectiveness) Proactive, Continuous self-improvement, Time Mgt., Mgt. of personal resources, Interpersonal Effectiveness: Building trust, Understanding others, Interpersonal Sensitivity, Working w/ teams, Organizational sensitivity, Organizational understanding Communication: Listening, Oral communication/speaking, Written communication skills, Thinking/ Conceptual Skills: Learning to learn, Analytical thinking, Problem solving, Resourcefulness, Objectivity Attitude and Traits/Aptitudes: Attention to detail, Accuracy, Care and concern, Cleanliness and Orderliness, Confidentiality, Courtesy, Cost-consciousness, Integrity, Persistence, Results-Orientation, Safety, Service Orientation, Work standards Aptitude: Adaptability, Analytical, Asserive, Difference to Authority, Energy, Flexibility, Honesty, Initiative, Organized Technical Competence: Computer operation: office applications such as word processing, spreadsheet, database management, internet browser Use of office equipment: telefax, reproduction machine, multimedia projector, printer, shredder, msograph), etc; Records management	Curriculum and Learning Management Division	
4	Administrative Assistant I	OSEC-DECSB-ADAA1-420098-2014	7	16,458.00	at least two (2) year college level	None required	none required	Career Service Sub-Professional (First Level Eligibility)	Self-management (Personal Effectiveness): Self-awareness and personal clarity, Proactive Continuous self-improvement, Time Mgt., Interpersonal Effectiveness: Relationship Building, Organizational understanding, Communication, Written and oral Communication skills, Thinking/conceptual skills: Learning to learn, Resourcefulness, Basic knowledge in computer such as Microsoft Office, Excel, Power point, use of internet	Administrative Division	
5	Administrative Officer I (Cashier I)	OSEC-DECSB-ADOF1-420080-2004	10	20,219.00	Bachelor's degree	None required	None required	Career Service Professional (Second level Eligibility)	Core competencies: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Organizational: Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information Technical (as identified in the JD)	Administrative Division	
6	Accountant II	OSEC-DECSB-AZ-420012-1998	16	36,106.00	Bachelor's degree in Commercial Business Administration major in Accounting	4 hours of relevant training	1 year relevant experience	RA 10880 (CPA)	Core competencies: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Organizational: Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information Technical (as identified in the JD)	Finance Division	
7	Accountant III	OSEC-DECSB-A3-420002-1998	19	46,791.00	Bachelor's degree in Commercial Business Administration major in Accounting	8 hours of relevant training	2 years relevant experience	RA 10880 (CPA)	Core competencies: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Organizational: Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information Technical (as identified in the JD)	Finance Division	

FEMMA M. LEDESMA
Regional Director
Date: **AUG 11 2020**



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:

Maria Emma M. Ledesma
MARIA EMMA M. LEDESMA
Regional Director
Date: **AUG 17 2020**

<p>8 Administrative Assistant III (Secretary III)</p>	<p>OSEC-DECSP-ADAS3-420003-2020</p>	<p>9</p>	<p>18,784.00</p>	<p>Completion of 2 years studies in college</p>	<p>None required</p>	<p>None required</p>	<p>Career Service (Subprofessional) First Level Eligibility Data Encoder (MC 11, 5 1996 -Category I)</p>	<p>Self-awareness (Personal Effectiveness) Self-awareness and personal clarity. Proactive. Continuous self-improvement. Time mgmt. Stress tolerance. Mgt. of personal resources. Interpersonal Effectiveness: Relationship building. Working with teams. Collaboration. Communication: Oral communication; speaking, written communication skills. Facilitating skills. Thinking conceptual skills 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 base knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</p>	<p>Human Resource Development Division (HRDD)</p>
<p>9 Administrative Officer II</p>	<p>OSEC-DECSP-ADOFF2-420002-2019</p>	<p>11</p>	<p>22,316.00</p>	<p>Bachelors degree</p>	<p>None required</p>	<p>None required</p>	<p>Career Service Professional (Second Level Eligibility)</p>	<p>CORE BEHAVIORAL COMPETENCIES-Self Management: Sets personal goals and direction, needs and development. Understanding personal actions and behaviors that are clear and purpose and takes full account of personal goals and values in order to set the direction. (Displays emotional maturity and self-control for one in discharge of higher goals. Prioritize work tasks and schedules through Clear Clarity, Clarity, etc.) to achieve goals. Professionalism and Ethics: Demonstrates the values and behavior enshrined in the Code of Conduct and Ethical Standards for public officials and employees (R.A. 6713). Practices ethical and professional behavior and conduct being into account the impact his/her actions and decisions. Maintains a professional image being trustworthy, regularity of attendance and punctuality, good grooming and communication. Acts with a sense of urgency to meet the organization's needs, in respect of spirit and help others to improve their effectiveness. Result Focus: Achieves results with optimal use of time and most of the time. Makes specific changes in the manner of or in own work methods to improve performance. CORE SKILLS Oral Communication: Expresses own ideas clearly and articulately. Adept communication skills to others. Written Communication: Knows the different written business communications formats used in the DeptED. Writes routine correspondence/communications, memos and descriptive report based on readily available information data with minimal spelling or grammar errors. Computer/ICT Skills: Uses technologies to access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.</p>	<p>Administrative Division</p>
<p>10 Administrative Officer II</p>	<p>OSEC-DECSP-ADOFF2-420001-2019</p>	<p>11</p>	<p>22,316.00</p>	<p>Bachelors degree</p>	<p>None required</p>	<p>None required</p>	<p>Career Service Professional (Second Level Eligibility)</p>	<p>CORE BEHAVIORAL COMPETENCIES-Self Management: Sets personal goals and direction, needs and development. Understanding personal actions and behaviors that are clear and purpose and takes full account of personal goals and values in order to set the direction. (Displays emotional maturity and self-control for one in discharge of higher goals. Prioritize work tasks and schedules through Clear Clarity, Clarity, etc.) to achieve goals. Professionalism and Ethics: Demonstrates the values and behavior enshrined in the Code of Conduct and Ethical Standards for public officials and employees (R.A. 6713). Practices ethical and professional behavior and conduct being into account the impact his/her actions and decisions. Maintains a professional image being trustworthy, regularity of attendance and punctuality, good grooming and communication. Acts with a sense of urgency to meet the organization's needs, in respect of spirit and help others to improve their effectiveness. Result Focus: Achieves results with optimal use of time and most of the time. Makes specific changes in the manner of or in own work methods to improve performance. CORE SKILLS Oral Communication: Expresses own ideas clearly and articulately. Adept communication skills to others. Written Communication: Knows the different written business communications formats used in the DeptED. Writes routine correspondence/communications, memos and descriptive report based on readily available information data with minimal spelling or grammar errors. Computer/ICT Skills: Uses technologies to access information to enhance professional productivity, assists in conducting research and communicate through local and global professional networks.</p>	<p>Administrative Division</p>



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:

MARIFEMMA M. LEDESMA
Regional Director

Date: **AUG 17 2020**

11	Education Program Specialist II	OSEC-DECSB-EPS2-42002-2020	16	35,106.00	Bachelor's degree in Education or its equivalent	4 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (PBLET) Career Service (Professional) Appropriate Eligibility for Second Level Position	<p>Self-management (Personal Effectiveness): Self-awareness and personal clarity, Proactive, Continuous self-improvement, Time mgt., Stress mgt., Mgt. of personal resources.</p> <p>Interpersonal Effectiveness: Building trust, Understanding others, interpersonal sensitivity, Relationship Building, working w/teams, Conflict mgt., Partnership building, Influencing, Collaboration/Organizational Understanding, Communication: Oral & written communication skills, Technical writing, Presentation skills, Facilitating skills, Organizational communication, Thinking/Conceptual Skills: Critical thinking skills, Analytical thinking, Problem solving, Strategic thinking, Decision making, Judgment or discernment, Innovation & creativity, Resourcefulness, Objectivity, Intellectual Versatility.</p>	Human Resource Development Division (HRDD)
12	Education Program Specialist II	OSEC-DECSB-EPS2-42008-1998	16	35,106.00	Bachelors degree in Education or its equivalent	16 hours of relevant training	at least 1 year relevant experience in Training and Development and other related HR services, ICT	RA 1080 Teacher, Career Service (Professional)	<p>Self-management (Personal Effectiveness): Self-awareness and personal clarity, Proactive, Continuous self-improvement, Time mgt., Stress mgt., Mgt. of personal resources, Interpersonal Effectiveness: Building trust, Understanding others, interpersonal sensitivity, Relationship Building, working w/teams, Conflict mgt., Partnership building, Influencing, Collaboration/Organizational Understanding, Communication: Oral & written communication skills, Technical writing, Presentation skills, Facilitating skills, Organizational communication, Thinking/Conceptual Skills: Critical thinking skills, Analytical thinking, Problem solving, Strategic thinking, Decision making, Judgment or discernment, Innovation & creativity, Resourcefulness, Objectivity, Intellectual Versatility</p>	Human Resource Development Division
13	Education Program Specialist II	OSEC-DECSB-EPS2-42007-1998	16	35,106.00	Bachelors degree in Education or its equivalent	16 hours of relevant training	at least 1 year relevant experience in Training and Development and other related HR services, ICT	RA 1080 Teacher, Career Service (Professional)	<p>Self-management (Personal Effectiveness): Self-awareness and personal clarity, Proactive, Continuous self-improvement, Time mgt., Stress mgt., Mgt. of personal resources, Interpersonal Effectiveness: Building trust, Understanding others, interpersonal sensitivity, Relationship Building, working w/teams, Conflict mgt., Partnership building, Influencing, Collaboration/Organizational Understanding, Communication: Oral & written communication skills, Technical writing, Presentation skills, Facilitating skills, Organizational communication, Thinking/Conceptual Skills: Critical thinking skills, Analytical thinking, Problem solving, Strategic thinking, Decision making, Judgment or discernment, Innovation & creativity, Resourcefulness, Objectivity, Intellectual Versatility</p>	Human Resource Development Division

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 filed, at the Department of Education, Regional Office 6, Western Visayas in the CSC website:

14	Senior Education Program Specialist	OSEC-DECSB-SREPS-420001-2020	19	46,791.00	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in research, development, implementation or other relevant experience	Career Service (Professional) Second Level Eligibility	Objectivity, Attitude, Advocacy, Care and Concern, Cleanliness and Orderliness, Confidentiality, Courtesy, Cost-consciousness, Integrity, Persistence, Quality Orientation, Results-orientation, Service Orientation, Work Standards, Aptitude: Analytical, Assertive, Decisive, Diplomatic, Energy, Flexibility, Honesty, Initiative, Organized, Tenacity, Management: Planning, Organizing, Leading, Delegating, Coaching, Managing Change, Performance Management, Program/Project Management, Leadership: Accountability, Integrity, Ethics, Vision/Strategy, Results Focus, Judgement, Passion/Optimism, Building Teams, Cares for/Develops others	Human Resource Development Division (HRDD)
----	-------------------------------------	------------------------------	----	-----------	--	------------------------------	--	--	--	--

SEP 01 2020

Gemma M. Ledesma
GEMMA M. LEDESMA
Regional Director
Date: ~~AUG 17~~ 2020

- 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 _____
- 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)
 - 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 seminar/training/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
 - Ombudsman 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.

Gemma M. Ledesma
GEMMA M. LEDESMA
Regional Director

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED