




Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City



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, CESO V
Director III
Office of the Regional Director

Date: February 6, 2019

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	
1	Draftsman II	OSEC-DECSB-DFM2-420120-2014	8	16,282.00	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Draftsman (MC 11, s. 1996, Cat II)	Must be proficient in Auto CAD	Education Support Services Division
2	Administrative Assistant I	OSEC-DECSB-ADAS1-420097-2014	7	15,254.00	Completion of two year studies in college or high school graduate with technical-vocational course	none required	none required	Career 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 & oral Communication skills, Thinking/Conceptual Skills: Learning to learn, Resourcefulness. Basic knowledge in computer such as Microsoft Office, Excel, Power point, use of internet	Human Resource Development Division

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/ marked with labels dog-ear). Attached the following documents to the application letter and send to the address below not later **March 1, 2019**

- a. 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.
- b. Performance Rating (last 3 rating period).
- c. 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.
- d. Record of outstanding accomplishments:
 - d.1 Outstanding Employee Award
 - d.2 Documented innovation (s) duly approved/concurred by the Head of Office
 - d.3 Documented research and development projects conducted
 - d.4 Certificate as Resource Speaker/Trainer in seminars/trainings/symposia, etc.
 - d.5 Articles published in newspaper/magazine of wide circulation.
- e. Transcript of Records (graduate and undergraduate).
- f. Training Certificate, Certificate of Participation in Seminar and/ or Workshops.
- g. 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 hand in or send through courier/email their application to:

MA. GEMMA M. LEDESMA, CESO V
Director III
Officer-In-Charge
Office of the Regional director
r6_officeadm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED