



CSC DOS WEB APP

Agency :	Department of Education Region II
Place of Assignment :	Batanes National Science HS
Position Title :	Administrative Aide IV (Clerk II)
Plantilla Number :	OSEC-DECSB-ADA4-120014-2004
Salary/Job/Pay Grade :	4
Monthly Salary :	Php 16209
Eligibility :	Career Service (Sub-professional)/ First level eligibility
Education :	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Training :	None required
Work Experience :	None required

Competency :

Instruction/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 October 9, 2024.

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.
5. Checklist of Requirements with notarized Omnibus Sworn Statement

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

ALFREDO B. GUMARU Jr. EdD, CESO V

Schools Division Superintendent

DepEd Schools Division of Batanes

batanes@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : 2024-09-27

Closing Date :

2024-10-09