

CS Form No. 9
Revised 2018



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I



Request for Publication of Vacant Positions

RECEIVED
Office/Unit: <u>CSC FO La Union</u>
Transaction No: <u>LUFO-21-2340</u>
Date and Time: <u>NOV 18 2022 9:59</u>
Received by: _____
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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 No. 1 in the CSC website:

GEORGINA N. NERIDA
Administrative Officer V

Date: November 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Special Investigator III	OSEC-DECSB-SPI3-60001-2015	18	45,203	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Leadership: *Conduct the preliminary/fact finding investigation and analyze and gather information on issues /concerns involving private schools. Functional : *Provide effective and efficient In-House General Legal Services and in charge in the regular monitoring and timely submission of report on matters which are required by Law.	Office of the Regional Director- Legal Unit

The Department of Education Regional Office No. 1 affords **equal employment opportunities** to all qualified applicants without regard to race, sex, age, disability status, color, gender, civil status, identity or expression, sexual orientation and any other characteristics protected by law. 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 **December 1, 2022**.

1. Letter of intent addressed to the **Regional Director, TOLENTINO G. AQUINO**
2. Duly accomplished Personal Data Sheet (PDS)-CS Form No. 212, Revised 2018);
3. Performance rating in the last 3 rating periods or last rating period (if applicable);
4. Authenticated Certificate of Eligibility/rating/license; and
5. Certified photocopy of Transcript of Records including Masters Degree/Doctor's Degree if any or scholastic/academic record
6. Certificates of Training relevant to the position being applied for , if applicable;
7. Outstanding Accomplishments/Meritorious Accomplishments such as:
Outstanding Employee Award, Innovations, Research & Development, Publication/ Authorship, Resource Speakership in training/seminars, Consultant
8. Service Record or Certificate of Employment , if applicable
9. Work Experience Sheet (Attachment to CSC form 212) for the past 3 years/ if any, downloadable at CSC Website
10. Omnibus Sworn Statement
11. Other documents as maybe relevant.

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

GN
GEORGINA N. NERIDA
Administrative Officer V

Flores St. Catbangan, City of San Fernando La Union
ps.region1@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

