



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

VACANCY ANNOUNCEMENT

STRAND	Strategic Management
BUREAU/SERVICE/OFFICE:	Public Affairs Service
DIVISION/UNIT:	Communications Division

POSITION PROFILE	
Position: Administrative Assistant II	Salary Grade: SG 8 Annual Salary: 179,172
Item No.: OSEC-DECSB-ADAS2-108-2004	Benefits: Refer to the Summary of Compensation and other benefits
CORE COMPETENCIES	
<ul style="list-style-type: none">• Self-management• Professionalism and ethics• Result focus• Teamwork• Service orientation• Innovation	
QUALIFICATIONS	
Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-professional) First Level Eligibility

APPLICATION PROCEDURE

1. Register and apply for a position at <http://tinyurl.com/DepEd-Kalibr>.
2. Submit the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Alonzo Building) on or before **January 16, 2016:**
 - a. Letter of Intent (addressed to the Chief of the Personnel Division)
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Curriculum Vitae
 - d. Photocopy of one (1) government-issued ID
 - e. One (1) Certified True Copy of Certificate of Eligibility
 - f. One (1) Certified True Copy of the latest Transcript of Records
 - g. One (1) Certified True Copy of the Performance ratings for the last 3 rating periods
 - h. Certificates of relevant trainings and seminars attended
 - i. Certificates of outstanding accomplishments
 - j. E-copy of all submitted documents (enclosed in a CD)
3. Applicants are expected to:
 - Bring all original documents for verification purposes; and
 - Submit one set of documents for every position he/she is applying for.