



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF EDUCATION**

DepEd Complex, Meralco Avenue, Pasig City, Philippines

**VACANCY ANNOUNCEMENT**

<b>BUREAU/SERVICE/OFFICE:</b>	Bureau of Education Assessment
<b>DIVISION/UNIT:</b>	Education Research Division

**POSITION PROFILE**

<b>Position:</b> Administrative Assistant II (Data Entry Machine Operator II)	<b>Salary Grade:</b> 8 <b>Annual Salary:</b> Php 195,384.00
<b>Item No.:</b> OSEC-DECSB-ADAS2-126-2004	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits

**JOB DESCRIPTION**

This position is responsible for providing prompt and quality support services to the Chief Education Program Specialist by implementing administrative systems, procedures, and monitoring administrative projects.

**QUALIFICATIONS**

Education	Completion of 2 years of studies in college
Experience	1 year relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-professional) First Level or Data Encoder ( <i>MC II, s. 1996-Cat. I</i> )

**APPLICATION PROCEDURE**

1. **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, Teodora Alonzo Building) on or before **July 31, 2018**:

- a. Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
- b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017). *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
- c. Curriculum Vitae
- d. Photocopy of one (1) government-issued ID
- e. Photocopy of Certificate of Eligibility
- f. Photocopy of the latest Transcript of Records
- g. Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)\*
- h. Certificates of relevant trainings and seminars attended
- i. Certificates of outstanding accomplishments
- j. E-copy of all submitted documents (enclosed in a CD)

*\* Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*

2. Applicants are expected to:
  - Bring all original documents for verification purposes;
  - Submit one set of documents for every position he/she is applying for; and
  - Submit pending requirements before the deadline of applications.