

Republic of the Philippines  
**COMMISSION ON HIGHER EDUCATION**  
Request for Publication of Vacant Positions

**RECEIVED**  
NOV 19 2018 1:10pm  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COMMISSION ON HIGHER EDUCATION in the CS

MARCELO M. UY  
HRMO

Date: 19-Nov-18

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	
1	Administrative Ai	CHED8-ADA4	4	12674	Completion of tw	none required	none required	Civil Service (Sub-Professional) Fi	Regional Office VIII, 1
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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 4, 2018.

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](http://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.