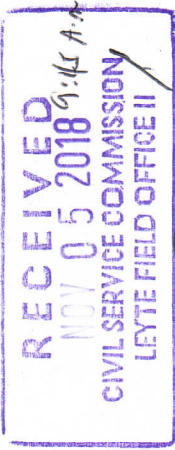


Republic of the Philippines
COMMISSION ON POPULATION, REGION VIII
Request for Publication of Vacant Positions



To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Commission on Population, Region VIII in the CSC website.

ELNORA R. PULMA
Regional Director

Date: November 5, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II	POPCOM-DOHB-ADAS2-28-2004	SG 8	16,282.00	Bachelor's Degree relevant to the job	40 hours of relevant experience	1 year of relevant experience	CS Prof/2nd level eligibility	Computer Literate	Palo, Leyte, Region VIII
2										
3										

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 Nov 30, 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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ELNORA R. PULMA
Regional Director
Govt. Center, Candahug, Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.