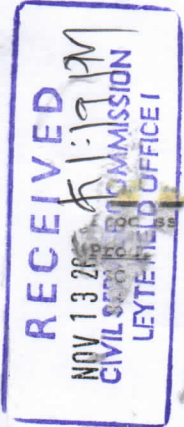


Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication in the CSC website of the following DILG Region 8 vacant positions:

MariVEL C. SacendonCillo
MARIVEL C. SACENDONCILLO, Regional Director
(Head of Agency)

Date: November 13, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Assistant II	ADAS2-279-2005	8	PHP 195,384.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility	CORE Competencies* <i>Functional:</i> 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information/Data/ Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency Northern Samar

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC 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 their application to:

MARIVEL C. SACENDONCILLO, CESO III
Regional Director
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.