



Republic of the Philippines
NAVAL STATE UNIVERSITY

HUMAN RESOURCE MANAGEMENT OFFICE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NAVAL STATE UNIVERSITY in the CSC website:

REGGIE N. NIERRA, MPM
Administrative Officer V / HRMO III

Date: November 20, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	One (1) Chief Administrative Officer-Finance	NITB-CADOF-10-2011	24	73,299.00	Master's Degree	24 hours of training in Management and Supervision	4 years in positions involving Management & Supervision	Career Service (Professional) / Second Level Eligibility		
2	One (1) Registrar III	NITB-R3-1-1998	18	38,085.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		
3	One (1) Dentist II	NITB-DENT2-1-1998	17	34,781.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080		
4	One (1) Dormitory Manager I	NITB-DORMG1-1-2000	9	17,473.00	Bachelor's Degree	None requirement	None requirement	Career Service (Professional) / Second Level Eligibility		

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 3, 2018

- Two (2) copies of 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;
- Performance rating in the last rating period (if applicable);
- Authenticated copy of certificate of eligibility/rating/license; and
- Two Copies of Seminars and Trainings attended
- Authenticated copy of Diploma and Transcript of Records.

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

REGGIE N. NIERRA, MPM
Administrative Officer V / HRMO III
NSU, HRM Office, P.I Garcia St., Naval, Biliran
reggie_nierra@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.