

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

Electronic copy to be submitted to the CSC FO must
be in MS Excel format



CIVIL SERVICE COMMISSION
Republic of the Philippines

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 POPULATION in the CSC website

CSC FO - LEYTE II

ANGEL D. SOLETA, MMP ACKNOWLEDGEMENT RECEIPT

HRMO

Unique ID No.

Date:

June 30, 2022

Time of Receipt

30 JUN 2022 1:40 PM

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		
1	Administrative Assistant II (HRMA)	POPCOMB- ADAS2-28- 2004	8	18995	Bachelor's Degree or Behavioral Science	40 hours relevant training	1 year of relevant experience	Career Service Professional/2nd Level Eligibility	POPCOM VIII, Candahug, Palo, Leyte

Angela Soleta
MARIA VICTORIA P. AREVALO
Senior Human Resource Specialist

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 July 15, 2022

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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD) religion, ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)

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
region8@popcom.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.