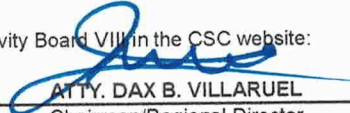


Republic of the Philippines
Regional Tripartite Wages and Productivity Board VIII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Regional Tripartite Wages and Productivity Board VIII in the CSC website:


ATTY. DAX B. VILLARUEL
Chairman/Regional Director

Date: February 12, 2024

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	Competency (if applicable)	
1	Administrative Assistant III	NWPCB-ADAS3-15-2004	9	21,129.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/ First Level Eligibility	1. Common knowledge and skills a. Labor standards updates b. CSC policies and standards 2. Basic knowledge and skills a. Business correspondence b. Basic computer knowledge 3. Core knowledge and skills a. Records management	Region VIII

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 February 22, 2024.

1. Application letter- indicate the position title, office where the vacancy is, and the item number;
2. 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of Certificate of Trainings attended; and
7. Photocopy of Service Record/Certificate of Employment (COE).

RTWPB VIII encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities to apply. RTWPB VIII adheres to existing general policy of non-discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its recruitment, relection and placement process.

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

ATTY. DAX B. VILLARUEL
Chairperson/ Regional Director
DOLE Compound, Trece Martires St., Tacloban City
rtwpb_8@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.