

Republic of the Philippines
TESDA-BALANGIGA NATIONAL AGRICULTURAL SCHOOL
Balangiga, Eastern Samar

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 (TESDA-Balangiga National Agricultural School) in the CSC website:

MARIA NENALYN D. ABANADOR
Vocational School Administrator II

Date: December 15, 2020

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	Admin. Aide (Casual)	N/A	1	12,034	Must be able to read and write	None required	None required	None required	None required	Secure territorial jurisdiction of the school	BNAS, Balangiga
2	Admin. Aide (Casual)	N/A	1	12,034	Must be able to read and write	None required	None required	None required	None required	Monitor activities within area of responsibility	BNAS, Balangiga
3	Admin. Aide (Casual)	N/A	1	12,034	Must be able to read and write	None required	None required	None required	None required	Encodes data Prepares report	BNAS, Balangiga

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 _____

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 last rating period (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:

MARIA NENALYN D. ABANADOR
Vocational School Administrator II
TESDA-BNAS, Balangiga, Eastern Samar
bnas@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.