

Request for Publication of Vacant Position

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:

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 IV	TESDA-CEOB-ADAS4-27-2017	10	19,233	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years relevant experience	Relevant MC 11 s. 1996 Career Service Sub-Professional/First Level Eligibility	Preferably Bachelors Degree Holder/BS Accountancy Graduate Computer Literate Proficient in Communication Skills both Oral and Written Physically and mentally fit	TESDA-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.

