

Republic of the Philippines
Technical Education and Skills Development Authority
CALLUBIAN NATIONAL VOCATIONAL SCHOOL
Calubian, Leyte

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Calubian National Vocational School in the CSC website:

[Signature]
ARACELI P. PICARDAL
Acting Vocational School Administrator III
Date: December 28, 2018

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

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I	-	SG 1	10,500.00	Must be able to read and write	None required	None required	None required		Administrative Division
2										
3	Administrative Aide I	-	SG 1	10,500.00	Must be able to read and write	None required	None required	None required		Administrative Division
4										
5										

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 present position for one (1) year (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:

[Signature]
ARACELI P. PICARDAL
Acting Vocational School Administrator III
Brgy. Cabaquinte, Calubian, Leyte
tesdacrivs@yahoo.com or cnvs@tesda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.