

Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
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 COMMISSION ON HIGHER EDUCATION in the CSC website:


MARCELO M. UY
Chief Administrative Officer

Date: 11-Jan-23

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	Education Supervisor II	CHED8-ESUP2-136-1998	SG-20	55799	Masters degree relevant to the job	16 hours of relevant training	3 years of relevant training	PBET/Teacher/RA1080/ Career Service (Professional)/ Second Level Eligibility	Novice	Regional Office VIII
2	Administrative Officer III (Records Officer)	CHED8-ADOF3-32-2004	SG14	32321	Bachelors degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/Second Level Eligibility	Novice	Regional Office VIII
3	Administrative Aide IV (Clerk I)	CHED8-ADA4-26-2004	SG04	14993	Completion of two (2) years of college	None required	None required	Civil Service (Sub- Professional) First Level Eligibility	None	Regional Office VIII
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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 January 26, 2023.

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.
5. This Office encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), ethnicity, political affiliation to include members of the cultural 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:

MAXIMO C. ALJIBE, Ph.D., DPM, CESO III
Director IV
CHED Bldg., Athletic Road, Quarry Dist., Tacloban City
chedro8@ched.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.