

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 the CSC website:

  
**MARIA MYRA M. JAVIER**

Acting Chief Administrative Officer

Date: 08-Apr-24

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	Administrative Aide VI (Clerk III)	CHED8-ADA6-39-2004	6	17553	Completion of two (2) years studies in college	none required	none required	Civil Service (Sub Professional) First Level Eligibility	n/a	Regional Office VIII, Taaloban City

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 April 22, 2024.

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](http://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., Taaloban City  
[chedro8@ched.gov.ph](mailto:chedro8@ched.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**