

Republic of the Philippines
BORONGAN CITY DIVISION
Request for Publication of Vacant Positions

(Electronic copy to be submitted to the CSC PIO
must be in MS Excel format)

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the Borongan City Division, in the CSC website.

Date

MAY 4 2020

CONIE ANN A. CHUA
HRMDO II

6-64945-161V

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)	
9	ADMINISTRATIVE AIDE (CASUAL PLANTILLA)			390/day	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED	LJUANMAN NATIONAL HIGH SCHOOL

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:

DR. GAUDENCIO C. ALJIBE, JR.
Asst. Schools Division Superintendent
San Fernando St., Brgy. G. Borongan City, Eastern Samar
borongancitydivision@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.