

Republic of the Philippines  
BORONGAN CITY DIVISION  
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 (BORONGAN CITY DIVISION) in the CSC website:

  
CONIE ANN A. CHUA  
HRMO 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 AIDE			390	ABLE TO READ & WRITE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED		LALAWIGAN NATIONAL HIGH SCHOOL
<b>NOTHING FOLLOWS</b>										

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](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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**DR. RAUL D. AGBAN**  
\_\_\_\_\_  
OIC - Schools Division Superintendent  
\_\_\_\_\_  
Borongan City, Eastern Samar  
\_\_\_\_\_

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.