

Republic of the Philippines  
(Name of Agency)  
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 filed, at the \_\_\_\_\_ (Name of Agency) in the CSC website:

**MAHALIA M. LAURON**

**HRMO**

Date: December 19, 2018

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 Assistant II	OSEC-DECSB-ADAS2-540010-2014	8	16,282.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/first level eligibility		Secondary
2	Administrative Assistant II	OSEC-DECSB-ADAS2-540137-2016	8	16,282.00	* Must be able to read and write/Elementary School Graduate ** High School Graduate or completion of relevant vocational/trade course *** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/first level eligibility		Secondary

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 October 15, 2018.

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:

**MAHALIA M. LAURON**

Administrative Officer IV- Personnel

Brgy. Punta, Ormoc City

[deped\\_ormoc\\_hrmo@gmail.com](mailto:deped_ormoc_hrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.