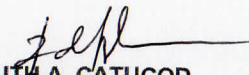


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
PAROLE AND PROBATION ADMINISTRATION, REGION VIII
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 Parole and Probation Administration, R8 in the CSC website:


RUTH A. CATUCOD
AO IV
Date: 3/8/2019

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)	
4	Administrative Aide IV	PPAB-ADA4-175-2005	4	12,674.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NO RELEVANT TRAINING REQUIRED	NO RELEVANT EXPERIENCE REQUIRED	Career Service Sub-Professional or any appropriate eligibility for first level position	N/A	Within Region 8

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 March 22, 2019, to wit:

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;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of trainings (if any); and
6. Photocopy of certificate of recognitions/honors/awards received (if any).

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

RUTH A. CATUCOD
Administrative Officer IV
Parole and Probation Administration, R8
Bulwagan ng Katarungan, R. Magsaysay Blvd.
6500 Tacloban City, Leyte
E-mail Address: ppadojregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.