

Republic of the Philippines
(Select Agency Name)
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 (Select Agency Name) in the CSC website:


ARLENE A. BALLON
HRMO

Date: May 5, 2021

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	ARCHITECT II	OSEC-DPWHB-ARC2-96-1998	16	P36,628.00	Bachelor's degree in Architecture	1 year of relevant experience	4 hours of relevant training	RA1080		Planning and Design Section
2	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DPWHB-ADA6-540032-2012	06	P16,200.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Administrative Section

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 May 17, 2021.

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:


ARLENE A. BALLON

Administrative Officer IV (HRMO)

New Bus Terminal, Brgy. 91, Abucay, Tacloban City

tcdeo2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.