



Republic of the Philippines  
NAVAL STATE UNIVERSITY  
HUMAN RESOURCE MANAGEMENT OFFICE

**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 NAVAL STATE UNIVERSITY in the CSC website:

*Reggie N. Nierra*  
**REGGIE N. NIERRA, MPM**  
Administrative Officer V / HRMO III

Date: January 4, 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	
1	One (1) Administrative Aide IV (Bookbinder II)	NITB-ADA4-10-2004	4	13,214.00	Elementary School Graduate	None Required	None Required	None required (MC 11, s.96-Cat. III)	
2	One (1) Administrative Aide III (Utility Worker II)	NITB-ADA3-10-2004	3	12,466.00	Must be able to read and write	None Required	None Required	None required (MC 11, s.96-Cat. III)	
3	One (1) Administrative Aide III (Utility Worker II)	NITB-ADA3-13-2004	3	12,466.00	Must be able to read and write	None Required	None Required	None required (MC 11, s.96-Cat. III)	
4	One (1) Administrative Aide III (Utility Worker II)	NITB-ADA3-5-2004	3	12,466.00	Must be able to read and write	None Required	None Required	None required (MC 11, s.96-Cat. III)	

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 January 11, 2019

- Two (2) copies of 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);
- Performance rating in the last rating period (if applicable);
- Authenticated copies of certificate of eligibility/rating/license; and
- Two Copies of Seminars and Trainings attended
- Authenticated copies of Diploma and Transcript of Records.

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

**REGGIE N. NIERRA, MPM**  
Administrative Officer V / HRMO III  
NSU, HRM Office, P.J Garcia St., Naval, Biliran  
[hrmo@nsu.edu.ph](mailto:hrmo@nsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.