



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, MPM**  
Administrative Officer V / HRMO III

Date: January 14, 2019

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		
3	One (1) Administrative Aide I (Utility Worker I)	NITB-ADA1-9-2004	1	10,510.00	Must be able to read and write	None Required	None Required	None required		

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 24, 2019

1. 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);
2. Performance rating in the last rating period (if applicable);
3. Authenticated copies of certificate of eligibility/rating/license; and
4. Two Copies of Seminars and Trainings attended
5. 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. I Garcia St., Naval, Biliran  
[hrmg@nsu.edu.ph](mailto:hrmg@nsu.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.