

Republic of the Philippines  
**NATIONAL MARITIME POLYTECHNIC**  
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 NATIONAL MARITIME POLYTECHNIC in the CSC website:

*[Signature]*  
PEÑAFIEL FLOR M. LEGUA  
HRMO

Date: 28-Sep-22

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Administrative Assistant II	NMPB-ADA2-15-2004	8	18998	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience		CS Sub- Professional/ 1st Level Eligibility		NMP Manila Office
2											
3											
4											
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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 10, 2022.

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;
5. This Office highly encourages all interested and qualified applicants and promotes equal employment and opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**PEÑAFIEL FLOR M. LEGUA**  
Supervising Administrative Officer  
Cabalawan, Tacloban City  
[nmphrm@yahoo.com](mailto:nmphrm@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.