

Republic of the Philippines
COMMISSION ON POPULATION
Request for Publication of Vacant Positions

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

**CIVIL SERVICE COMMISSION RO VII
LEYTE FIELD OFFICE II
PALO, LEYTE**

RECEIVED:

DATE: **OCT 07 2021**

TIME: **10:20 am**

NAME & SIGNATURE: **ROGELIO B. RAMOS**
SENIOR HUMAN RESOURCE SPECIALIST

REF No: _____

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COMMISSION ON POPULATION in the CSC website.

ANGEL D. SOLETA, MMPM
AOV/HRMO

Date: October 7, 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	Administrative Assistant II	POPCOMB-ADAS2-28-2004	8	18251	Bachelor's Degree relevant to the job	40 hours relevant training	1 year of relevant experience	Career Service Professional/2nd Level Eligibility	Computer Literate	POPCOM VIII, Candahug, Palo, Leyte

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 19, 2021.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

ELNORA R. PULMA
Regional Director
Govt. Center, Candahug, Palo, Leyte
region8@popcom.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

mas/insp@2021-2022