



Republic of the Philippines
COMMISSION ON POPULATION AND DEVELOPMENT, REGION VIII
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC PD
Must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Commission on Population and Development, Region VIII in the CSC website:

ELNORA R. PULMA

Regional Director

Date: August 9, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Officer II (Budget Unit) Anticipated Vacancy	POPCOM-DOHB-ADOF2-36-2004	SG 11	20,754.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting/Accountancy	60 hours of relevant training	1 year of relevant experience	CS Prof/2nd Level Eligibility	Computer Literate	POPCOM VIII, Palo, Leyte, Region VIII

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 **August 28, 2019**.

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 present position in the last rating (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:

ELNORA R. PULMA, MMPM

Regional Director

Govt. Center, Candahug, Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.