

Republic of the Philippines  
**ARTECHE NATIONAL AGRICULTURAL SCHOOL**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the **ARTECHE NATIONAL AGRICULTURAL SCHOOL** in the CSC website:

  
**LORENA C. DEL MONTE**  
HIMO

Date: March 13, 2020

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)/Special Qualifications	
1	Administrative Aide III (Clerk I)	TESDAB-ADA3- 119-2017	SG3	Php13,019.00	Completion of two (2) years in college	None required	None required	Career Service (Sub-Prof./First Level Eligibility)	1. Work effectively in vocational education and training 2. Receive and respond to workplace communication 3. Work with others 4. Demonstrate work values 5. Practice basic housekeeping procedures 6. Perform computer operations 7. Compile records 8. Perform clerical procedures 9. Computer literate	ANAS-Arteche, Eastern Samar

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 March 27, 2020.

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.

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

**RENATO T. PICAÑA, Ph.D.**

**Head of Agency**

**TESDA-ANAS, ARTECHE, E. SAMAR**

**[tesda.anas@yahoo.gov.ph](mailto:tesda.anas@yahoo.gov.ph)**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.