

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 positions, which are authorized to be filled, at the **ARTECHE NATIONAL AGRICULTURAL SCHOOL** in the CSC website:


LORENA C. DELMONTE
 HRMO

Date: June 17, 2019

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	FARM WORKER (Casual)	NONE	SG2	Php11,068.00	High School Graduate	None required	None required	None required	1. Takes charge of the rice project of the school (Libon Campus). 2. Coordinates with The Project-In-Charge in recording, storing, and selling of products. 3. Performs and functions that maybe assigned by the School Head or His authorized.	ANAS-Arteche, Eastern Samar
2	Administrative Officer II	TESDA-OEOB-ADO2-73-2017	SG11	Php20,179.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second level Eligibility/ RA 1080	1. Demonstrate awareness on standard procedure. 2. Promote programs and services. 3. Use relevant technologies. 4. Prepare report. 5. Perform Clerical procedures. 6. Coordinate office programs and activities. 7. Computer literate 8. Preferably maior in Accounting	-do-

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 June 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 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:

LORENA C. DELMONTE

HRMO

TESDA-ANAS, ARTECHE, E. SAMAR

tesda.anas@yahoo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.