

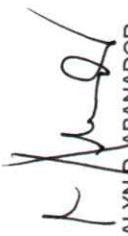
Republic of the Philippines  
TESDA-BALANGIGA NATIONAL AGRICULTURAL SCHOOL  
Balangiga, Eastern Samar

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

**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 (TESDA-Balangiga National Agricultural School) in the CSC website:

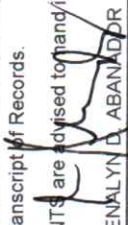
  
MARIA NENALYN D. ABANADOR  
Vocational School Administrator II  
Date: May 25, 2021

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 IV / Bookkeeper	TESDAB-ADAS4-27-2017	10	21,205	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	BS Accountancy Graduate Computer Literate	TESDA-BNAS, Balangiga

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 \_\_\_\_\_.

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~~ and/in or send through courier/email their application to:

  
MARIA NENALYN D. ABANADOR  
Vocational School Administrator II  
TESDA-BNAS, Balangiga, Eastern Samar  
[bnas@tesda.gov.ph](mailto:bnas@tesda.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.