APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
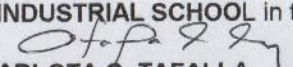
CS Form No. 9
Series of 2018

Republic of the Philippines
LAS NAVAS AGRO-INDUSTRIAL SCHOOL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the **LAS NAVAS AGRO-INDUSTRIAL SCHOOL** in the CSC websit

CARLOTA O. TAFALLA
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/Special Quailifications (if applicable)	
1	Admin. Asst. II	TESDA-OEOB-ADAS2-45-2017	8	P16,758.00	Completion of two-year studies in college or High School Graduate w/ relevant vocational/trade course	4 hours relevant training	One (1) year relevant experience	Relevant MCII, s. 1996/Career Service-Sub Professional/ First Level Eligibili	Preferably Bachelors Degree Holder/BS Accountancy Graduate, Computer Literate, Proficient in Com. Skills both oral & written, Physically Fit	LNAIS, Las Navas, N. 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 June 25, 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:

CARLOTA O. TAFALLA
Admin. Officer IV
Las Navas, N. Samar
lnaistesda@yahoo.com.ph

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