

Republic of the Philippines
(Name of Agency)
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 Visayas State University, Baybay, Leyte in the CSC website:

LOURDES B. CANO

HRMO

Date: February 28, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Exp.	Elig.	
1	Administrative Aide III (Clerk I)	ADA3-185-2004	3	11,914	Completion of 2 years studies in college	None required	None required	Career Service (Sub prof) First Level Eligibility	VSU MAIN
	Administrative Aide III (Utility Worker II)	ADA3-172-2004	3	11,914	Elementary School Graduate	None required	None required	None required	
3	Welder I	WELD1-1-2005	4	12,674	Elementary School Graduate	None required	None required	Welder (MC 10, s. 2013 (CAT II))	

Interested and qualified applicants should signify their interest in writing. Diverse applicants are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than March 10, 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 for one (1) year (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/mail their application to:

Qualified next in rank will be given preference

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


LOURDES B. CANO
Director, COA-FRO

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