

Republic of the Philippines
Schools Division of Cotabato City
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorize to be filled, at the (Schools Division of Cotabato City, Cotabato City) in the CSC website:

JAILANNIE C. PALUMBI

(HRMO)

Date: **April 02, 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)	
1	Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB-ADAS2-840012-2017	8	17,505.00	Completion of two (2) years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career service (Sub-Professional)/First Level Eligibility		Cotabato City
2	Administrative Aide VI (Data Entry Machine Operator I)	OSEC-DECSB-ADA6-840150-2014	6	15,524	Completion of two (2) years studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Relevant MC 11, s. 1996 Career service (Sub-Professional)/First Level Eligibility		Cotabato City

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 **April 17, 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;
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/email their application to:

JAILANNIE C. PALUMBI

Human Resource Development Officer

ND Village, Cotabato City

jcp@writeme.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.