

Republic of the Philippines
COMMISSION ON FILIPINO LANGUAGES
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 COMMISSION ON FILIPINO LANGUAGES in the CSC website:

SALVADOR L. SAGADAL
OIC, Administrative and Finance Division

Date: 18-Jan-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignmer
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I (Secretary I)	CFL-OEOB- ADAS1-10- 2008	SG7	16,458	Completion of two- year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the Chairman

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 January 29, 2021.

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:

SALVADOR L. SAGADAL

OIC, Administrative and Finance Division

2/F Watson Bldg., Jose P. Laurel Street, San Miguel, Manila

kwf.yunitpantauhan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.