

Republic of the Philippines  
**COMMISSION ON FILIPINO LANGUAGES**  
Request for Publication of Vacant Positions

Date of Publication

Electronic copy to be submitted to the CSC EO in Excel format

JUN 16 2022

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:

  
**IRENE JOY N. TRINCHERA**  
HRMO

Date: June 16, 2022

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	Chief Administrative Officer	CFL-OEOB-CADOF-5-2004	24	88,410.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Division
2	Administrative Officer V (Procurement Officer)	CFL-OEOB-ADOF5-1-2016	18	45,203.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Division
3	Administrative Officer V (Records Officer II)	CFL-OEOB-ADOF5-8-2004	18	45,203.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Division
4	Administrative Officer V (Human Resource Management Officer II)	CFL-OEOB-ADOF5-6-2008	18	45,203.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Administrative and Finance Division
5	Administrative Assistant II (Human Resource Management Assistant I)	CFL-OEOB-ADAS2-4-2004	8	18,998.00	Completion of two years studies in college or High School Graduate with relevant / trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Administrative and Finance Division

6	Administrative Aide VI (Clerk III)	CFL-OEOB-ADAG-6-2004	6	16,877.00	Completion of two years studies in college or High School Graduate with relevant / trade course	None Required	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Administrative and Finance Division
7	Administrative Aide V (Chauffeur I)	CFL-OEOB-ADAG-4-2008	5	15,909.00	None Required	None Required	None Required	Professional Driver's License (MC No. 10, s. 2013-Cat. M)	N/A	Administrative and Finance Division	
8	Administrative Aide III (Clerk I)	CFL-OEOB-ADAG-7-2008	3	14,125.00	Completion of two years studies in college or High School Graduate with relevant / trade course	None Required	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Administrative and Finance Division
9	Administrative Assistant I (Secretary I)	CFL-OEOB-ADASI-10-2008	7	17,899.00	Completion of two years studies in college or High School Graduate with relevant / trade course	None Required	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Office of the Chairman
10	Chief Language Researcher	CFL-OEOB-CLR-1-1998	24	88,410.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Linguistics and Applied Linguistic Division
11	Senior Language Researcher	CFL-OEOB-SRLR-2-1998	18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Philippine Corpus and Lexicography Division
12	Senior Language Researcher	CFL-OEOB-SRLR-3-1998	18	45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Information and Publication Division
13	Language Researcher II	CFL-OEOB-LANRE2-16-1998	14	32,321.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Translation Division
14	Translator II	CFL-OEOB-TRNS2-1-1998	11	25,439.00	Bachelor's Degree	None Required	None Required	None Required	Career Service (Professional)/Second Level Eligibility	N/A	Translation Division

The CFL highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply for the above vacant positions. Interested and qualified applicants should signify their interest in writing, and through OADR Online Recruitment Form at <https://bit.ly/KVWF06162022> and upload the following documents not later than June 27, 2022:

1. Fully accomplished under oath Personal Data Sheet (CS Form 212 Revised 2017) with recent passport-sized photo (3.5cm x 4.5cm) and Work Experience Sheet that can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017/>);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of Certificate of Employment / service record (if applicable); and  
Certificates

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**BENJAMIN M. MENDILLO JR., PhD**

Commission Member IV

2/F Watson Bldg, Jose P. Laurel Street, San Miguel, Manila (1005)

[yunit-pantalan@kwr.gov.ph](mailto:yunit-pantalan@kwr.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**