

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
FO must be in MS Excel format

JUL 10 2019

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FC Office of the President

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:

JULIO A. RAMOS

Chief Administrative Officer

Date: July 10, 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 (if applicable)	
1	Chief Language Researcher	CFL-OEOB- CLR-1-1998	24	83,406.00	Master's Degree or Certificate in Leadership & Management from the CSC	40 hours of supervisory / management learning & development intervention undertaken w/ in the last 5 years	4 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility		Linguistics & Applied Linguistics Division
2	Senior Language Researcher	CFL-OEOB- SRLR-24- 1998	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Philippine Corpus & Lexicography Division
3	Administrative Officer V (Records Officer III)	CFL-OEOB- ADOF5-8- 2004	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Division
4	Language Researcher II	CFL-OEOB- LANRE2-4- 1998	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Information & Publication Division

5	Administrative Assistant I	CFL-OEOB-ADAS1-10-2008	7	15,738.00	Completion of two-year studies in college or High School Graduate w/ relevant vocational / trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	Office of the Chairman
6	Administrative Aide V	CFL-OEOB-ADA5-4-2008	5	14,007.00	Completion of two-year studies in college or High School Graduate w/ relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	Administrative and Finance Division
7	Administrative Aide III	CFL-OEOB-ADA3-7-2008	3	12,466.00	Completion of two-year studies in college or High School Graduate w/ relevant vocational / trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility	Administrative and Finance Division

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 July 22, 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:


JULIO A. RAMOS

Chief Administrative Officer

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

kwf.yunitpantauhan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.