

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:

**BENJAMIN M. MENDILLO JR.**

Full-time Commissioner

Date: September 22, 2021

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	86,742.00	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		Administrative and Finance Division
2	Administrative Officer V (Procurement Officer III)	CFL-OEOB-ADOF5-1-2016	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative and Finance Division (Procurement Unit)
3	Administrative Officer V (Records Officer III)	CFL-OEOB-ADOF5-8-2004	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative and Finance Division (Records Unit)
4	Administrative Officer V (Supply Officer III)	CFL-OEOB-ADOF5-9-2004	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative and Finance Division (Supply Unit)

5	Administrative Aide VI	CFL-OEOB-ADA6-6-2004	6	16,200.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility		Administrative and Finance Division (Budget Unit)
6	Administrative Aide V	CFL-OEOB-ADA5-4-2008	5	15,275.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility		Administrative and Finance Division (Supply Unit)
7	Chief Language Researcher	CFL-OEOB-CLR-1-1998	24	86,742.00	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		Linguistics and Applied Ling.
8	Senior Language Researcher	CFL-OEOB-SRLR-2-1998	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Phil. Corpus and Lex. Division
9	Senior Language Researcher	CFL-OEOB-SRLR-3-1998	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Information and Publication Div.
10	Senior Language Researcher	CFL-OEOB-SRLR-12-1998	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Phil. Corpus and Lex. Division
11	Senior Language Researcher	CFL-OEOB-SRLR-24-1998	18	43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Phil. Corpus and Lex. Division
12	Language Researcher II	CFL-OEOB-LANRE2-16-1998	14	30,799.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Translation Division

13	Translator II	CFL-OEOB-TRNS2-1-1998	11	23,877.00	Bachelor's Degree	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility		Translation Division
14	Translator II	CFL-OEOB-TRNS2-3-1998	11	23,877.00	Bachelor's Degree	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility		Translation 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 October 04, 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](http://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:

  
 BENJAMIN M. MENDILLO JR.

Full-Time Commissioner

2/F Watson Bldg., Jose P. Laurel Street,

[yunit-pantauhan@kwf.gov.ph](mailto:yunit-pantauhan@kwf.gov.ph)

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