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Republic of the Philippines
Commission on the Filipino Language
Request for Publication of Vacant Positions

MAR 20 2019

To: CIVIL SERVICE COMMISSION (CSC)

CSC – FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled at the Commission on the Filipino Language, in the Commission's website:

JAR
JULIO A. RAMOS

Chief Administrative Officer/OIC, Personnel

Date: March 20, 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	73,299.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Technical
2	Senior Language Researcher	CFL-OEOB-SRLR-5-1998	18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Technical
3	Administrative Officer V (Records Officer III)	CFL-OEOB-ADOF5-8-2004	18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Records
4	Administrative Assistant II	CFL-OEOB-ADAS2-4-2004	8	16,282.00	Completion of two-year studies in college or High School Graduate with 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

5	Administrative Aide V	CFL-OEOB-ADA5-4-2008	5	13,481.00	Completion of two-year studies in college or High School Graduate with 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		Administrativ
6	Administrative Aide V	CFL-OEOB-ADA5-5-2008	5	13,481.00	Completion of two-year studies in college or High School Graduate with 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		Administrativ
7	Administrative Aide III	CFL-OEOB-ADA3-7-2008	3	11,914.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility		Administrativ
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below later than April 1, 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 / OIC, Personnel Unit
 2/F Watson Bldg., Jose P. Laurel St., San Miguel, Manila
komisjonsawika@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.