

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

APR 19 2021

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 FILIPINO LANGUAGES in the CSC website:

SALVADOR L. SAGADAL

OIC, Administrative and Finance Division

Date: 19-Apr-21

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	Administrative Assistant II (Human Resource Management Assistant I)	CFL-OEOBADAS2-4-2004	8	18,251.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Administrative & Finance Division
2	Administrative Officer V (Supply Officer III)	CFL-OEOBADOF5-9-2004	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 & Finance Division
3	Administrative Officer V (Procurement Officer III)	CFL-OEOBADOF5-1-2016	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 & Finance Division
4	Administrative Officer V (Records Officer III)	CFL-OEOBADOF5-8-2004	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 & Finance Division
5	Administrative Aide V (Chauffeur I)	CFL-OEOBADA5-4-2008	5	15,275.00	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-CAT. IV)		Administrative & Finance Division

6	Administrative Aide V (Chauffeur I)	CFL-OEOBADA5-5-2008	5	15,275.00	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-CAT. IV)		Administrative & Finance Division
7	Administrative Aide III (Clerk I)	CFL-OEOBADA3-7-2008	3	13,572.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Administrative & Finance Division
8	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 Division
9	Chief Administrative Officer	CFL-OEOB-CADOF-5-2004	24	86,742.00	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management training/ learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/Second Level Eligibility		Administrative & 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 May 3, 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, Admin and Finance Division

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

kwf-yunitpantauhan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.