

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:

JULIO A. RAMOS
Chief Administrative Officer

Date: May 8, 2020

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 I (Secretary I)	CFL-OEOB-ADAS1-10-2008	7	16,458.00	Completion of two-year studies in college	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Administrative Service
2	Administrative Assistant II (HR Assistant I)	CFL-OEOB-ADAS2-4-2004	8	17,505.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility		HR Unit
3	Administrative Officer V (Supply Officer III)	CFL-OEOB-ADOF5-9-2004	18	42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative Service
4	Administrative Officer V (Procurement Officer III)	CFL-OEOB-ADOF5-1-2016	18	42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative Service
5	Administrative Officer V (Records Officer III)	CFL-OEOB-ADOF5-8-2004	18	42,159.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Administrative Service
6	Administrative Aide V (Accounting Machine Operator I)	CFL-OEOB-ADA5-4-2008	5	14,641.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11. s. 96 - Cat. I) First Level Eligibility		Accounting Unit

7	Administrative Aide V (Chauffeur I)	CFL-OEOB- ADA5-5-2008	5	14,641.00	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - CAT II)		Administrative Service
8	Administrative Aide III (Clerk I)	CFL-OEOB- ADA3-7-2008	3	13,019.00	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 (Subprofessional) / First Level Eligibility		Records Unit
9	Senior Language Researcher	CFL-OEOB- SRLR-3-1998	18	42,159.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Information and Publication 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 20, 2020.

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.
5. Certificate of Employment

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.