

Republic of the Philippines
KOMISYON NG WIKANG FILIPINO
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 KOMISYON NG WIKANG FILIPINO in the CSC website:

JULIO A. RAMOS
Chief Administrative Officer

Date: May 11, 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	Career Service (Subprofessional)/ First Level Eligibility		Administrative & Finance Division
2	Administrative Assistant II (Human Resource Management 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	Career Service (Subprofessional)/ First Level Eligibility		Administrative & Finance Division
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 & Finance Division
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 & Finance Division

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 & Finance Division
6	Administrative Aide V (Chauffeur I)	CFL-OEOB-ADA5-4-2008	5	14,641.00	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-CAT. IV)		Administrative & Finance Division
7	Administrative Aide V (Chauffeur I)	CFL-OEOB-ADA5-5-2008	5	14,641.00	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013-CAT. IV)		Administrative & Finance Division
8	Administrative Aide III (Clerk I)	CFL-OEOB-ADA3-7-2008	3	13,019.00	Completion of two- year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Administrative & Finance Division
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 22, 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.

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.