

APR 24 2019

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
**COMMISSION ON THE FILIPINO LANGUAGE**  
Request for Publication of Vacant Positions

CSC – FO Office of the President

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 THE FILIPINO LANGUAGE in the CSC website:

**JULIO A. RAMOS**

Chief Administrative Officer/OIC, Personnel Unit

Date: April 24, 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	Administrative Assistant I	CFL-OEOB- ADAS1-10- 2008	7	15,738.00	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		Administrative Service

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 8, 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](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:

**JULIO A. RAMOS**

Chief Administrative Officer/OIC, Personnel Unit  
2/F Watson Bldg., José P. Laurel Street, San Miguel, Manila (1005)  
[komisjonsawika@gmail.com](mailto:komisjonsawika@gmail.com)

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