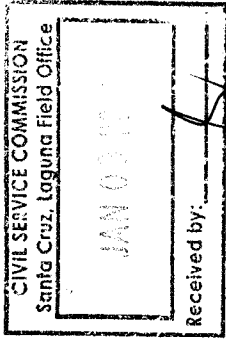


Republic of the Philippines
Provincial Government of Laguna
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Provincial Government of Laguna in the CSC website:

Gov. RAMIL L. HERNANDEZ

(Head of Agency)
By Authority of the Governor

Date:

~~ATTY. ROBERTO H. REBANAL~~
Provincial Administrator

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide I	274	1/1	126,120.00	Must be able to read & write	None required	None required	None required	Office of the Governor
2	Administrative Aide I	275	1/1	126,120.00	Must be able to read & write	None required	None required	None required	Office of the Governor
3	Administrative Aide I	276	1/1	126,120.00	Must be able to read & write	None required	None required	None required	Office of the Governor
4	Administrative Aide I	277	1/1	126,120.00	Must be able to read & write	None required	None required	None required	Office of the Governor

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 _____.

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 present position for one (1) year (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:

Nida A. Rebenque
NIDA A. REBENQUE
Provincial HRMO
Prov'l Capitol Compound, Sta. Cruz, Laguna
phrmolaguna@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.