

Republic of the Philippines
Batangas National High School
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 **Batangas National High School** in the CSC website:

DONATO G. BUENO, Ed. D.

(Head of Agency)

Date: **June 21, 2018**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-270385-2004	4	152,088.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	N/A	Batangas National High School
2	Administrative Aide IV (Clerk II)	OSEC-DECSB-ADA4-270386-2004	4	152,088.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	N/A	Batangas National High School

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 June 28, 2018.

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 (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:

MICHELLE M. PEREZ/Human Resource Management Office

Administrative Officer IV/HRMO Head

Rizal Avenue, Batangas City

mite_perez76@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.