

Republic of the Philippines
BATANGAS STATE UNIVERISTY JPLPC MALVAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Batangas State University JPLPC Malvar in the CSC website:

DR. EXPEDITO V. ACORDA

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER I	BTSUB-ADOF1-32-2004	SG 10	18,718.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		BatStateU JPLPC Malvar
2	WATCHMAN I	BTSUB-WCHM1-7-2001	SG 2	11,200.00	Elementary School Graduate	None Required	None Required	Security Guard License		BatStateU JPLPC Malvar
3										
4										
5										

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 July 9, 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 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:

MRS. NERIA L. DE GUZMAN

Administrative Officer IV/Head, HRMO

G. Leviste St. Poblacion Malvar, Batangas

hrmo.malvar@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.