

Republic of the Philippines
MGO BOAC (CAPITAL), MARINDUQUE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MGO BOAC (CAPITAL), MARINDUQUE in the CSC website:

ROBERTO M. MADLA, C.E.

(Head of Agency)

Date: 17-Jul-18

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	Admin Assistant III	49	9	188712	Completion of two (2) years college High School Graduate or relevant, vocational trade course	4 hours of related trainings	One (1) Yr. relevant experience	1st Level	n/a	Accounting Office
2	Admin Aide IV	96	4	136884		n/a	n/a	1st Level	n/a	Engineering Office

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 31, 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:

Elias Aaron M. Jamilla

Administrative Officer IV

Boac, Marinduque

hrmo@boac.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.